

# Improving your Managerial Effectiveness

**[2 - 3 Days Interactive Experiential Learning Workshop; ~2 Hours Per Topic With Role-Plays,  
Case Study Report-Outs & Video Analysis]**

## Course Overview

Excellence in Managerial skills empowers every individual manager to effectively plot a route to overcome the hurdles in order to execute the organization level strategy. Management Roles and Positions across the organization pave way for competitive advantage as they are the ones who constantly work towards putting the strategy into action.

As competent Management Level Executives, like across at the world's most successful companies, we welcome you to step outside your organization to acquire fresh ideas and new thought processes...

This Managerial Skills Development Workshop enables the Managerial Executives to develop an effective personal leadership style...Explore & Evolve from what other top enterprises around the world are doing to nurture management and leadership!

## A Brief on Improving Your Managerial Skills Workshop

*Managerial Skills, Styles & Behaviours – Engage, Explore, Evolve & Execute!*

Effective management and leadership are critical to the success of all organizations... The costs of poor management and leadership decisions are manifested in low quality work output; added stress; increased absenteeism; and additional stress contributing to work-life imbalance.

Competency-based performance skills to improve management effectiveness and leadership behaviours are based on the premise that past performance is the best indicator of future performance in a similar environment!

## Course Objective

This 2 - 3 Days Workshop provides participants with the competence and confidence to make right management decisions and exhibit vibrant leadership behaviours that are consistent. The workshop briefs participants on completing managerial and leadership self / peer assessment; the importance of interdependence to transform; the role that competency and attitude plays.

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The objective of this workshop is to develop and improve the managerial techniques and traverse to exhibit leadership skills of participants to ensure future decisions result in the right decisions to effectively put organization strategies into action. This workshop nurtures development of the Right Performance Skills of Managers!

## Who should attend?

- General Management Team (Departmental / Functional / Technical / Project Managers)
- Human Resources, Quality, Learning (Education & Training) Management Team
- PMO (Project Management Office) Personnel & Corporate Program Management Team

## Program Outline:

### Managerial Skills & Effectiveness Improvement - Workshop Takeaways & Learning Outcomes:

1. TEAM – Together Everyone Achieves More – Get The Best Out of Them! Manage Your Team – Understanding People, Organization Culture and Team Dynamics
2. Management Roles & Team Development
  - Forming – Storming – Norming – Performing
  - Importance of KPI & KRI: Planning – Design – Implementation Phases
3. Leadership Style – Craft the Right One For You!
  - A. Understanding Differences between Boss Centric Managing & Defining Boss Types!
  - B. Understanding Leadership Styles & Behaviours/Competencies: Computing Managerial Effectiveness Index
4. Competencies Leading To Managerial Effectiveness
  - A. Expectations & Performance Skills Assessment
    - Biz & Strategic Acumen
    - Building Teams & Vital Organizations
    - Setting Pace For Execution
    - Managing Stakeholders
    - Leading With Integrity
  - B. Analyzing Leadership Development - Strategies & Tactics: Dependence - Independence - Interdependence Facets

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5. Management Skills – Realize Your Strategy By Execution!
  - A. Exhibiting Performance Oriented Management & Servant Leadership: Managing & Developing Teams - Forming / Storming / Norming / Performing, Vision - Mission - Strategic Objectives - Goals
  - B. Traversing Towards Managerial Effectiveness Outcomes: Motivation, Mentoring & Coaching
6. Manage & Lead With Vision: Get Ready, Be Creative, Innovate & Transform
  - A. Understanding Situational Leadership Quadrants & Tactics: Assess Your Own Management & Leadership Score
  - B. Excelling in Managing For Excellence! – Crisis, Transformation & Change Management - Gartner's Innovation Scorecard
7. Effective Metamorphosis Management – Leading Change Effectively
  - A. Planning for the Change
    - Organizational Culture and Change
    - Achieving Support
    - Barriers to Change
    - Resistance to Change
  - B. Communicating the Change
    - Communication Strategy
    - Communication Management
    - Stakeholder Communication (Upward / Downward / Lateral)
    - Communication Frequency
8. Manage For Results – Optimize Your Team For Right Output & Surge Ahead For Outcomes By Effective Change Management
  - Deal With Difficult Employees – Don't De-Link Them – Tactics To Deal Tough Employees Throwing Attitude and/or Subject Matter – Competency – Learn To Deal With Under & Over Achievers
  - Conflict Management – Symptoms of Team Conflict – Case Study / Scenarios – Understanding Root Causes of Team Conflict
  - Deal With Conflict – Addressing Team Conflict (Problem Definition – Data Gathering – Data Analysis – Choosing Best Solutions – Implement Solution – Refine Solutions Continuously)
  - Tools & Techniques To Deal With Conflict Quickly & Effectively
  - Risk Management – Managing People / Process / Purpose Around Biz Expectations
  - Maintaining Momentum – Rewards & Recognition Systems
  - Best Practices, Lessons Learned, Tips, Tricks & Traps!
  - Change Leader – Attitude, Just Not Aptitude!

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## Other Details:

- Payment to be made within 15 days from the date of the invoice.
- All payments must be made by cheque/online transfer etc., drawn in favour of Sieger Training Consultants Pvt. Ltd. Sieger will charge on INR basis only.
- Overseas clients will have to take care of all the training materials directly as briefed by Sieger Training. However, Sieger can procure some (which can be transited) not all, on behalf of the client but any additional charges for custom clearance has to be taken care by client only.
- Facilitators Travel & Food have to be taken care by the client
- Clients will have to arrange LCD, Speakers, Mike on their own.
- Cancellation of confirmed programmes shall be intimated one week in advance else 50% of the total charges shall be applicable.
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