

## HIGHLY EFFECTIVE MANAGEMENT

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**COURSE LENGTH: 2.0 DAYS**

Mid-level managers have a profound impact on the culture, stability and productivity of workplaces. Therefore it's crucial they be committed to the goals of the organization and can effectively execute these goals, through effective management of their direct and indirect reports.

This engaging training course will explore topics critical to highly effective management and help hone your managers' skills and align their activities with the goals of the organization. It is available now throughout Hong Kong, including Central.

This Highly Effective Management training course can be delivered at your premises by one of our expert local or international trainers or live online using our [HIVE](#) technology.

Contact us today for a quote.

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## HIGHLY EFFECTIVE MANAGEMENT COURSE OUTLINE

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### FOREWORD

Traditionally, middle managers make up the largest managerial layer in an organization. Middle managers are responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in management be committed to the goals of the organization and understand how to effectively execute these goals.

All managers need a framework in which to operate. Managers need to know the most effective techniques for guiding teams, mentoring individuals, and validating the results. Without solid methods, managers will revert back to using a one-size-fits-all approach to management that may impact on employee morale, productivity and retention.

This Highly Effective Management Training Course will focus on management challenges and offer managers opportunities to develop key skills that can be put into practice on a daily basis.

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### OUTCOMES

- ▶ Define 'management'
  - ▶ Explain the Ethics & Social Responsibility of Management
  - ▶ Manage business information
  - ▶ Explore managerial decision making
  - ▶ Define control processes (what, why, how)
  - ▶ Master Organizational Strategy & how to create a sustainable, competitive advantage
  - ▶ Foster innovation & change in the workplace
  - ▶ Explore organizational design & structures
  - ▶ Leverage organizational strategies to facilitate change
  - ▶ Create structures & processes to manage teams
  - ▶ Gain insight into organizational motivation & leadership
  - ▶ Implement motivation & leadership strategies
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### MODULES

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#### Lesson 1: Introduction to Management

- ▶ What is Management?
- ▶ What do Managers do?
- ▶ What does it take to be a Manager?
- ▶ Why does management matter?

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#### Lesson 2: Ethics and Social Responsibility

- ▶ What is ethical workplace behavior?
- ▶ What is unethical workplace behavior?
- ▶ How to make ethical decisions
- ▶ What is social responsibility?

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#### Lesson 3: Managing Information

- ▶ Why information matters
- ▶ Strategic importance of information
- ▶ Characteristics and costs of useful Information
- ▶ Getting and sharing Information

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#### Lesson 4: Decision-Making

- ▶ What is rational decision-making?
- ▶ Steps to rational decision-making
- ▶ Limits to rational decision-making
- ▶ Improving decision-making

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### Lesson 5: Control

- ▶ Basics of control
- ▶ The control process
- ▶ Is control necessary or possible?
- ▶ How and what to control
- ▶ Control methods

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### Lesson 7: Innovation and Change

- ▶ Organizational innovation
- ▶ Why innovation matters
- ▶ Managing innovation
- ▶ Organizational change
- ▶ Why change occurs and why it matters
- ▶ Principles of Managing change

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### Lesson 9: Managing Teams

- ▶ The good and the bad of using teams
- ▶ Kinds of teams
- ▶ Work team characteristics
- ▶ Enhancing work team effectiveness

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### Lesson 6: Organizational Strategy

- ▶ Basics of Organizational Strategy
- ▶ Sustainable competitive advantage
- ▶ Strategy-making process
- ▶ Corporate, industry, firm level strategies

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### Lesson 8: Organizational Structures and Process

- ▶ Departmentalization
- ▶ Organizational authority
- ▶ Job design
- ▶ Designing organizational process

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### Lesson 10: Motivation and Leadership

- ▶ Basics of motivation
- ▶ Equity theory
- ▶ Expectancy theory
- ▶ What is leadership?
- ▶ Situational leadership
- ▶ Strategic leadership

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## WEB LINKS

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- ▶ [View this course online](#)
- ▶ [In-house Training Instant Quote](#)