

## **Managerial Principles & Function**

The ability to bring people together to accomplish a task is a difficult talent to master. It takes a combination of acquired skills and experience to guarantee the success of anyone in a leadership role. An incompetent manager can have a devastating impact on an organization. A leader with the knowledge, experience and insight necessary to ensure a high performing and profitable organization is hard to come by. In a recent Gallup survey, it was found that 25% of U.S. employees would fire their boss if they could. With one out of four managers failing, it is easy to see how ineffective management decreases employee performance and increases customer dissatisfaction resulting in a negative affect on the organization's bottom-line.

The art of effective management rarely presents as an inbred gift. An effective manager must be an innovative leader who exhibits creativity, enthusiasm, confidence and an innate respect and good will toward every individual within the organization. The manager has to be willing to embrace new concepts and reconsider old practices in order to unleash the potential of the team.

### **Key focus**

1. Basic applied management concepts
2. What constitutes managerial role
3. The essential of managerial functions
4. Managerial Skills at Different Organizational Levels
5. How to manage people and team
6. Overview of Strategy Planning

### **Who will benefit**

Managers and executives

**Take The Next Step**

**Day one**

**Module 1 – Managerial Functions and Principles**

- ▶ The Management Process
- ▶ Managing Organizations
- ▶ Management Concepts
- ▶ Managerial Levels
- ▶ How the manager’s job is changing
- ▶ The Changing Organization – New Vs Traditional

0900-1030

*Morning tea break*

1030-1045

**Module 2- Managerial Roles**

- ▶ Decisional
- ▶ Inter-personal
- ▶ Informational

1045-1300

**Module 3 - Management Functions**

- ▶ Planning
  - Four Dimensions of Planning
- ▶ Organizing

*Lunch*

1300-1400

- ▶ Planning
  - Span of Management
  - Delegation
- ▶ Staffing
- ▶ Leading
- ▶ Controlling

1400-1530

*Afternoon tea break*

1530-1545

**Module 4 - Managerial Skills at Different Organizational Levels**

- ▶ Conceptual
- ▶ Diagnostic
- ▶ Technical
- ▶ Interpersonal

1545-1700

**Take The Next Step**

**Day two**

**Module 5 – Managing People and Team**

- ▶ Foundation of Individual Behavior.
- ▶ Foundation of Group Behavior.
- ▶ Understanding Work Team.
- ▶ Understanding Individual's Work Psychology.
- ▶ Effective Team Dynamics.

0900-1030

*Morning tea break*

1030-1045

**Module 6 – Overview of Strategy Planning**

- ▶ The Importance of Strategic Management.
- ▶ The Strategic Management Process.
- ▶ Types of Organizational Strategies.
- ▶ Internal & External Analysis.
- ▶ Foundations of Planning.

1045-1300

*Lunch*

1300-1400

**Module 7 – Shaping High Performance Leadership & Building Self  
Motivated Team**

- ▶ Manager Vs Leader.
- ▶ Style of Leadership.

1400-1530

*Afternoon tea break*

1530-1545

- ▶ Leadership Issues in 21st Century.
- ▶ Conflict Management.
- ▶ Empowerment and Delegation.

1545-1700

**Take The Next Step**