

MANAGEMENT DEVELOPMENT PROGRAMME

Your next step in your journey to personal excellence



“One-self is at the base of everything. Every action is a manifestation of the self. A person who does not know himself can do nothing for others.”
- E. Yoshikawa-

Introduction

In today’s competitive business environment with continuous emerging challenges, organisations require individuals to transform themselves in order to manage themselves as well as others better. Appropriate leadership styles and managerial competence is required to facilitate and build collaborative relationships that will enable them to proactively deal with the dynamics of our volatile business environment.

Through a facilitative approach, this programme enables managers to explore their self-insight, level of managerial competence, personal characteristics as well as their role in team and organisational effectiveness. This programme therefore develops managers of the future by evaluating present management behaviour whilst taking cognizance of personality factors and changing organisational requirements. A personal Development Plan is crafted for each individual and further In-task Development and Training is initiated. The programme allows delegates to develop essential foundational management skills through active simulations, case studies and group discussions. Through our unique in-task follow-up strategy, this becomes a ‘Development Journey’. **“This programme is for first-time managers in need of foundational management skills”**

Purpose

This programme is for people who seek to enhance the ability to:

- Increase their own management competence
- Manage themselves, individuals and teams
- Be competent and confident in team and group environments
- Contribute to individual, team and organisational effectiveness
- Build management capacity in the organisation as part of a Talent Management initiative

Deal with or solve problems on tactical and operational levels

Learning outcomes

TO.....

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| <ul style="list-style-type: none">• Understand and manage the dynamics of change and transformation• Assess individual strengths and management competencies• Understand the effect of one’s personal management style• Increase interpersonal effectiveness• Coach and counsel for performance improvement | <ul style="list-style-type: none">• Motivate and inspire diverse team members• Manage and communicate strategy• Conduct effective meetings• Define and analyse problems proactively• Identify objectives and goals• Evaluate and implement solutions and decisions• Be administratively competent |
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“In most cases being a good Manager means hiring talented people and then get out of their way” Tina Fey

AGENDA

Introduction Preparing yourself for the future	Module 1 The manager of the future
<ul style="list-style-type: none"> Contracting and expectations Programme structure and outcomes 	<ul style="list-style-type: none"> Manager or Leader Becoming a Change Master Managing in a volatile world
Module 2 How well are you shaping up?	Module 3 Feedback
<ul style="list-style-type: none"> Self-assessment Assessment of personal and management competencies Development Centre methodology 	<ul style="list-style-type: none"> Personal feedback and Development Plan Celebrating individual strengths
Module 4 Management is.....	Module 5 Problem solving and decision-making
<ul style="list-style-type: none"> Definition of Management Functions & activities of management 	<ul style="list-style-type: none"> Problem solving process Decision-making and Risk Analysis
Module 6 Presentation skills	Module 7 Management and motivation of others
<ul style="list-style-type: none"> Communicate with impact Influence with integrity The basics of presentations 	<ul style="list-style-type: none"> Situational Management Skills The art of delegation Managing for results
Module 8 Administrative skills	Module 9 Communication & listening skills
<ul style="list-style-type: none"> Planning windows Scheduling Programming Managing consequence 	<ul style="list-style-type: none"> Communication: A dynamic process Factors/barriers and obstacles to effective communication
Module 10 Meetings	Module 11 Neuroscience of time & self-management
<ul style="list-style-type: none"> Facilitating for results Types of meeting 	<ul style="list-style-type: none"> Self & time Management - differences Taking charge of your day
MODULE 12 LISTENING SKILLS / CREATIVE THINKING ENVIRONMENT	Module 13 Closure and Integration
<ul style="list-style-type: none"> Purpose of listening Effective listening and Thinking skills 	<ul style="list-style-type: none"> Personal development plan Commitments
FOLLOW-UP	
<p>Our MDP programme is a journey and key to its success is the follow-up actions and feedback. Each individual will receive a Comprehensive Report with a Two-year Development Plan. This will be discussed with the individual his/her manager and the Human Resources Department. Actions will be Dovetailed with the Performance Management System</p>	
MODULAR STRUCTURE	
<p>This is a Modular Programme and Modules can be adapted to specific requirements. We can thus specifically focus on:</p>	
<ul style="list-style-type: none"> Delegation Team leadership, 	<ul style="list-style-type: none"> Performance management Assertiveness
	<ul style="list-style-type: none"> Conflict Management Creating a thinking environment
<p>It is recommended that 7 modules are covered during the Development Phase. Other Modules can be accommodated in Follow-up Actions</p>	

“Rank does not confer privilege or give power. It imposes responsibility” Peter. F. Drucker

Training methods

Highly interactive, engaging, stimulating, equipping individuals with practical management skills.

NQF level of training: FET & HET, NQF Levels 4 and higher

Duration: 4 - 5 days with Feedback and Follow-up