Management Training

**February** 28, 2014; First Class

11 am to 1:00 pm

Topic “**Is it possible to Control Events?**”

Art and Science of Management

**Seminar Description**:

This course is a comprehensive overview of management theory, process, and behavior.

Topics include: management across cultures; managing with ethics and social responsibility; fundamentals of organizing; organizational culture and design; leadership; motivation and communication; interpersonal skills; teamwork and group dynamics; goal setting; alternative work arrangements; power and politics; conflict and negotiation; managing change; and management development.

Our emphasis is on the analysis and understanding of human behavior in organizations.

This seminar will help move students’ understanding of the work of the individual contributor, that is perfection; to the practice of management, which is working with imperfection, ambiguity, uncertainty and failure. The students will learn that they must control events or events will control them.

**Course Goals - Objectives & Expectations:**The course teaches management and the management functions of planning, organizing, leading, and controlling. It focuses on application of management principles to realistic situations managers encounter as they attempt to achieve organizational objectives.

At the end of this seminar, you should have confidence in your ability to:

1. Define management, focusing on “relationships” as the central theme.
2. Set-up a **Plan**: Management theory, process, and behavior; goal-setting; managing change.
3. Recognize **To Organize:** Culture and design; teamwork and group dynamics; alternative work arrangements; analysis.
4. Define **To Lead**: Motivation and communication conflict and negotiation; managing change; and management development; interpersonal skills; understanding of human behavior in organizations and management across cultures.
5. Identify how **To Control**: The evaluation of the completed actions comparing them to the original plan and make course corrections as necessary.

**Goals for Student Learning:**The student will be able to use and understand the vocabulary and language of management and appreciate the relationship between supervisors and individual contributors.

Management Training Page 2

**February** 28, 2014, Introduction, First Class

11 am to 1:00 pm

Topic “**Is it possible to Control Events?**”

1. The one word that describes management is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. Management has four parts P\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, O\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, L\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, C\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

P­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ what to do.

O \_\_\_\_\_\_\_\_\_\_\_\_\_\_ what resources and people

L \_\_\_\_\_\_\_\_\_\_\_\_\_\_ getting people motivated

C\_\_\_\_\_\_\_\_\_\_\_\_\_\_ evaluation; compare results to plan

3. Management is getting things done through the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ support of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Video clip – I must control events or events will control me http://www.youtube.com/watch?v=lZjAwhNObrY

You are not a victim.

Goal is to get the boss discretionary management time.

Individual Contributor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ = performance

Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_= performance

Management Training Page 3

**360 Degree Management**

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\_\_\_\_\_\_\_\_\_\_ You \_\_\_\_\_\_\_\_\_\_\_

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Management Training Page 4

What does the Individual Contributor and the Manager do all day?

|  |  |  |
| --- | --- | --- |
|  | **Individual Contributor** | **Manager** |
| **The Job** |  |  |
| **Results** |  |  |
| **Tactics** |  |  |
| **What you do** |  |  |
| **Efficiency** |  |  |
| **Effectiveness** |  |  |
| **Strategy** |  |  |

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