

MANAGEMENT DEVELOPMENT PROGRAM FOR MIDDLE LEVEL MANAGERS AND SUPERVOSORY STAFF

THEME: MIDDLE LEVEL MANAGERS AS LINKS BETWEEN CORPORATE STRATEGY AND OBJECTIVES EXECUTION

Course Overview

A survey of the structure of Industrial organizations has revealed the existence of two basic types of objectives. The first is referred to as boundary objectives, usually designed by the Board of Directors, and passed on to the Management of the organization. The second is referred to as specific objectives derived from the boundary objectives and passed on to the departments who in turn structures such for the various units and employees. It is also a settled study that managers at the middle level are a link between corporate strategy (boundary objectives) and execution.

The pivot to achieving results in business is when the middle management team acts as a driving force to translate the blueprint of an organisation success into business results. Middle managers are responsible for everyday planning and day-to-day functioning of the organisations.

It is therefore imperative that a strong team at the middle management level with leadership capabilities should be produced to make possible for the companies to achieve higher levels of success in terms of execution excellence.

Middle level management capabilities, when developed and transformed from simple professionals to inspiring leaders will add to the business results.

This point of departure introduced by HARRIV Human Resources Limited, from common and popular Management development modules, will enable your middle management team to develop a thought process, skills, and attitude necessary for ensuring business productivity.

HARRIV's point of departure has over the years helped organizations to address certain areas of concern and challenges (including perceived neglect claims by middle level managers at any stage or module of the business project, and thus ensure error-free successful deliveries.

Course Objectives

On completion of our course outline on this Middle Management Development training,

- managers at the middle level shall be equipped with all the skills required for effective management, take on higher responsibilities, and lead their teams.
- The course will install the drivers of the culture and individual behaviours in your organisation.
- Middle level managers will understand team dynamics, situational leadership, and how to utilize the strengths of their team/s to get the work done
- Middle level managers will upgrade their understanding on their planning and execution skills.
- The training will install a framework for achieving business objectives

Training Methodology

Program-context fit methodology is offered by HARRIV Human Resources Limited to deliver and install our training solutions. This includes a highly interactive presentation by expert faculty from the industry who are to ensure an experiential-based learning, so as to sharpen the relevant behavioural skills required by managers.

It will include several management games, paper-pencil exercises, activities, role plays, videos, and robust practice sessions. Middle level managers will be afforded an opportunity to brainstorm and share their ideas with other industry participants as well.

Organisational Benefit

Your organisation will be availed with the benefit of having managers who:

- Think, Plan, and Act like leaders in a Volatile, Uncertain, Complex and Ambiguity business environment
- Manage interpersonal relationships required to get the work done.
- Confident, motivated, and ready to move to the next level.
- Prepared to be a part of the business blueprint.
- Avoid common pitfalls at the senior level due to a better internalization of corporate culture and the emerging trends in organisational politics.
- Equipped with the ability for team navigation through organizational complex situations.

Personal Benefits

Middle level managements' attendance in this course, will light up the following personal insights:

- They will get new consciousness into their own personality, leadership, and team skills.

- It will dismantle the already formed silos and enable them to focus on priorities and results.
- Understand how to keep the staff motivated.
- Recognize the dynamics and role of politics at a senior level to respond appropriately.
- Be able to read the behaviour of others for situational leadership.
- Be able to plan and lead the change for career growth of self.
- Coach competent team members for growth and success.
- Create a motivated and high-performance work environment.

Who Should Attend?

- First line managers who may not have been often flagged as high pots.
- Supervisors who are now ready to take on a bigger role.
- Middle management level employees who would like to get a deeper understanding of group, team dynamics and individual behaviour differences in organizations.
- Senior employees who would like to lead the change management program in the organisation.

Course Outline

MODULE 1- INTRODUCTION TO MANAGEMENT and LEADERSHIP

Resource person is to demonstrate:

- Difference between management and Leadership
- The different approaches in leadership
- Skills required for situational and Transformational Leadership
- Leadership requirements in the 21st century
- Leadership through Emotional Intelligence
- Managing organisational politics through leadership

MODULE 2 – UNDERSTANDING SELF AND OTHERS

Resource person to present on the following:

- Attendees' understanding of their own and other's personality preferences.
- How to make use of Personality insights to influence others.

- The genesis of the attitudes, resulting in behaviours in self and others
- Achieving Execution Excellence for self and team

MODULE 3 – THE ORGANISATIONAL CULTURE

Resource person to cover the following key points:

- Organisational Culture and Its Impact on business
- Kinds of Organisational Culture
- Indicators of a healthy culture
- Ensuring a strong supportive culture in the team, other departments and organisation.

MODULE 4- DEVELOPING, MOTIVATING, AND LEADING YOUR TEAM

Areas for coverage by resource person:

- How to envisage the roles of team members, with emphasis and focus on their on their strengths
- Stages of Team formation
- Team dynamics
- Identifying relevant leadership style for your staff
- Techniques of motivation for higher performance
- Understanding the knowledge workers
- Providing constructive criticism

MODULE 5- MANAGING AND MOTIVATING YOUR TEAM

Resource person to cover the following:

- The use of management by objectives in setting goals, objectives, and outcomes for the team
- Conducting Performance Appraisals Dialogue that really works
- How to Coach and Mentor.
- Rewards and Recognition

MODULE 6 – CHANGE MANAGEMENT

Resource person to treat the following:

- Change management and Its impact on Return-on-investment.

- The Concept of change and its Impact on staff.
- Preparing and Managing change
- Customising communication for change.

MODULE 7 – TAKING DECISIONS

Resource person is to demonstrate:

- What the concept of decision-making entails
- Types of decision making
- Steps of the decision-making process
- Factors influencing the decision-making process.
- Decision making under uncertain conditions.
- Risk analysis and decision making.

MODULE 8- INFORMATION TECHNOLOGY AND COMMUNICATION

Resource person to treat the following:

- IT for managerial decision making.
- Trends and issues in IT
- Interpersonal Communication
- Presentation Skills
- Developing and implementing a Personal Action Plan