

Creating your Management Style

Course Description

Designed to help you increase productivity, this course introduces problem-solving techniques and teaches effective methods for improving job performance. It can help you develop skills in decision making, evaluating employee performance, motivating employees, flowcharting, taking corrective action, and controlling activities.

Objectives

- Introduce theoretical background on the functions of management.
- Present some useful management tools for carrying out their responsibilities.
- Provide in-class exercises which relate the course content to the participant's own work experience.
- Develop skills in solving management problems through the analysis of case studies.

Topics Covered

- Manager's role
- Planning for action
- Decision - making
- Tools and techniques
- Organizing the work
- Communicating in the organization
- Provide leadership
- Motivating others
- Controls in the workplace
- People and Performance

Student Evaluation

Formal course evaluation is mandatory, focusing on 4 key areas within the course, and will be calculated as follows:

*Attendance	10% (maximum)
Participation and Group Leadership	30%
Formal Class Exercises	40%
Written Assessments	20%

*Note: students must attend a minimum of 80% of scheduled classes.