

MANAGEMENT TEXT OUTLINE

THE EVER-CHANGING MANAGERIAL ROLE

Managerial Talent
The Dynamic Role of a Manager
Your Commitment to the Organization

THE MANAGER AS A LEADER

A Concept of Leadership
Authority and Power
Leader and Follower
Managerial Types

GOAL SETTING FOR SUCCESS

Do You Know Where You're Going?
The Six Components of the Goal Setting Process
Four Types of Goals
Criteria for Effective Goal Setting
Effective Use of a Goal Planning Sheet
Obstacles to Your Success
The Importance of Goals

TURNING SOLUTIONS INTO ACTIONS

The Importance of Action Steps
Procrastination
Managing Frustration
Courage

ORGANIZATIONAL GOAL SETTING

Organizational Goals: What Are They?
The Power of Organizational Goals
Criteria for Setting Organizational Goals
Developing Organizational Goals
You Are the Difference

MANAGEMENT TEXT OUTLINE

MANAGING YOUR TIME

- Common Enemies of Time
- Planning with a Purpose
- Designing a System that Works
- Action Steps for Making the Most of Your Time
- Managing Your Time is Your Responsibility

PROJECT MANAGEMENT

- There Is a Difference
- Critical Path Method (CPM)
- A New Approach
- Managing the Buffers
- A Positive Difference

MOTIVATION AND CONFIDENCE

- Types of Motivation
- Traditional Types of Motivation
- The Power of Attitude Motivation
- Confidence
- Confidence Inhibitors

DECISION MAKING

- Courage and Decision Making
- Emotions and Decisions
- Making Quality Decisions
- The Elements of Decision Making
- Ethics and Integrity
- Where You Are Now

MANAGEMENT TEXT OUTLINE

TRANSACTIONAL ANALYSIS FOR MANAGERS

- The Parent Ego State
- The Child Ego State
- The Adult Ego State
- Developing Through Affirmations
- Do Affirmations Work?

COMMUNICATIONS

- Emotions within Communication
- Principles of Communication
- Active Listening
- Non-Verbal Communications

DEALING WITH NEGATIVE BEHAVIOR

- The Environment
- Dealing with Negative Feedback
- Non-Team Player
- Dealing with Formal Grievances
- Creating a Problem Solving Environment
- This Is Just the Beginning

MANAGEMENT ACTION PLAN OUTLINE

INTRODUCTION TO PERSONAL ACHIEVEMENT

The Nature of Goal Setting
Your Action Plan—An Overview
Guidelines for Initial Goal Setting

DREAM INVENTORY

Introduction to Dream Inventory
Dream Inventory
Checkpoint

SELF-EVALUATION

The Total Person
Life Wheel

MENTAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Mental Strengths
“Where I Stand Now” Narrative
Goal Categories

SOCIAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Social Strengths
“Where I Stand Now” Narrative
Goal Categories

PHYSICAL DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Physical Strengths
“Where I Stand Now” Narrative
Goal Categories

MANAGEMENT ACTION PLAN OUTLINE

FINANCIAL/CAREER DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Financial/Career Strengths
“Where I Stand Now” Narrative
Goal Categories

FAMILY LIFE DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Family Life Strengths
“Where I Stand Now” Narrative
Goal Categories

ETHICS AND BELIEFS DEVELOPMENT

Self-Evaluation Questionnaire
Past Achievements/Ethics and Beliefs Strengths
“Where I Stand Now” Narrative
Goal Categories

SETTING GOALS AND ESTABLISHING PRIORITIES

Introduction
Mental Development
Social Development
Physical Development
Financial/Career Development
Family Life Development
Ethics and Beliefs Development
Checkpoint

GOAL PLANNING SHEETS

Instructions
An Example
Goal Planning Sheets
Final Checkpoint

MANAGEMENT ACTION PLAN OUTLINE

ORGANIZATIONAL GOALS PROGRAM

- Overall Organizational Goals
- Departmental/Divisional/Team Goals
- Position Description
 - Instructions
 - Worksheet

PRODUCTION MANAGEMENT

- Definition of Productivity
- Evaluation Questionnaire – Production Management
- Goal Categories - Production Management
- Setting Goals and Establishing Priorities – Production Management
- Setting and Planning Goals – Production Management

TIME MANAGEMENT

- Time Analysis Instructions
- Time Evaluation Matrix
- Time Summary Form
- Evaluation Questionnaire – Time Management
- Goal Categories – Time Management
- Setting Goals and Establishing Priorities – Time Management
- Setting and Planning Goals – Time Management

PEOPLE MANAGEMENT

- Introduction
- Evaluation Questionnaire – People Management
- Goal Categories – People Management
- Setting Goals and Establishing Priorities – People Management
- Setting and Planning Goals – People Management

MANAGEMENT ACTION PLAN OUTLINE

GOALS SUMMARY

Instructions

Goals Summary Sheets

GOALS ACCOMPLISHED

Instructions

Goals Accomplished Summary Sheets