

## **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

### **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

## **MANAGEMENT TEXT OUTLINE**

### **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

### **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

## **FINANCIAL/CAREER DEVELOPMENT**

Self-Evaluation Questionnaire  
Past Achievements/Financial/Career 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

## **MANAGEMENT ACTION PLAN OUTLINE**

### **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

### **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

## **MANAGEMENT ACTION PLAN OUTLINE**

### **PEOPLE MANAGEMENT**

Introduction

Evaluation Questionnaire – People Management

Goal Categories – People Management

Setting Goals and Establishing Priorities – People Management

Setting and Planning Goals – People Management

### **GOALS SUMMARY**

Instructions

Goals Summary Sheets

### **GOALS ACCOMPLISHED**

Instructions

Goals Accomplished Summary Sheets