

PoM

The Profession Of Management

Program Objective

To develop the managerial talent of managers across the organization, through effective training on a systems approach to managing organizations, with a view to enable them to transcend to the next level.

Program Content Outline

This intervention comprises 1 day of pre-workshop consulting onsite, 5 workshop days and 1 day of optional post program coaching. The broad construct of the content is delineated below. This would be refined and firmed up in consultation with the client based on specific needs, priorities and objectives:

The Allen Management System

- An Overview of:
 - Management Leadership
 - Planning
 - Organizing
 - Leading
 - Controlling

Management Leadership

- Practicing Management as a System
- Leadership and the Allen Management System
- Leadership Styles and Situations

The Management Leadership Challenge

- The Crisis of Evolution
- The Management Work Gap
- Getting Feedback
- Solving Problems and Taking Decisions

Planning for Success

- Identifying:
 - Improvement needs
 - Results to be achieved
 - Measures of success
 - Action Stations
- Activities of Planning
 - Forecasting
 - Developing Objectives
 - Developing Strategies
 - Tasking

- Scheduling
- Budgeting
- Developing Policies
- Developing Procedures and Processes

Organizing for Alignment

- Improve Effectiveness in:
 - Work to be done by the self
 - Work to be delegated to others
 - Others Productivity
 - Building a Collaborative Workplace
- Activities of Organizing
 - Defining Work
 - Grouping Work
 - Assigning Work
 - Integrating Work

Leading for Results

- Effective Leadership through:
 - Motivating
 - Decision-making
 - Communicating
- Activities of Leading
 - Selecting People
 - Developing People
 - Motivating
 - Decision Making
 - Communicating

Controlling for Empowerment

- Achieving Objectives Through:
 - Getting the results for which one is accountable
 - Establishing Standards to Evaluate Performance
 - Correcting Performance Online
- Activities of Controlling
 - Developing Performance Standards
 - Measuring Performance
 - Evaluating Performance
 - Performance Correction and Improvement

Workshop Deliverables

- Master the concepts and principles of a disciplined management approach
- Put them to use at once as a unified system - all parts fit
- Understand important new changes - their advantages and disadvantages - and how to fit them into the management system
- Capitalize on the experience of companies across the globe to give one tested techniques to perform work more efficiently & with greater satisfaction
- Develop strategic and operating plans with one's team
- Determine the best type of organization and how to make it work
- Empower team members to plan, implement, and control their own tasks
- Make sound, reasoned decisions with one's team
- Communicate effectively with those inside and outside one's organization
- Select, train and develop competent, committed people
- Control and improve one's work and results
- Develop one's team - and one's self - to continually learn and adapt to new conditions and situations

Methodology

- The Workshops will be built around the concept of “Action Learning”
- The entire approach will be as related to the work experience, as possible
- The theory aspects would be covered to give a fundamental understanding of the concept involved
- As far as possible, pre-reading of the theory would be done away from the session itself
- This is in line with our philosophy of “Understand - Absorb - Apply”

- The specific tools and techniques that will be used during the training, will keep in mind an experiential approach to learning, and will be selected from the following:
 - Theory Sessions
 - Group Discussions
 - Presentations
 - Role Plays
 - Customer handling simulations
 - Recording of role plays and simulated situations
 - Playback Theatre
 - Visual Aids
 - Tests
 - Videos
 - Management Games
- The tools will be Selected to enhance learning and retention