Management Fundamentals

Course #: PD-101   **Duration:** 2 days

Prerequisites

None

Details

Step up your managerial skills with this meticulously designed course that imparts practical knowledge in key areas such as successful one-on-one meetings, effective feedback delivery, strategic goal setting, task delegation, and facilitating enriching career conversations.

Join us in this transformative journey to become a leader who inspires, motivates, and propels your team toward excellence.

Software Needed

None

Outline

- **Successful One-on-One Meetings**
  - Time
  - Context and Agenda
  - Discussion Points
  - Presence
  - Gratitude
  - Problem-Solving
  - Questions
  - Challenges and Consequences
  - Dos and Don'ts

- **Feedback: A Two-Way Street**
  - Four Easy Steps
  - Purpose
  - Information
  - Mindset
  - Gender Politics, Culture, Language, and Other "Hot" Potatoes
  - Environment
  - Performance vs. Personal Traits
  - Career Conversations
  - Action Plan
  - Follow-up
  - Dos and Don'ts

- **Goal Setting: A Science and Art**

- Goal Setting
  - Law of Momentum
  - Law of Inertia
  - Law of Probability
- Elimination Process
- Upper and Lower Bounds
- Goal Alignment
- SMART Goals
- Goal Measurement
- Recognition and Rewards
- Dos and Don'ts

- **Delegating Effectively**
  - Why Not?
  - Why?
    - Context
    - Commitment
    - Engagement Levels
    - The Art of Selection
  - Responsibility for Outcomes
  - The Delegator's Dozen
    - Attitude
    - Outcome
    - Target
    - Input
    - Assign and Define
    - Training and Guidance
    - Authority and Enablement
    - Control Process
    - Monitor
    - Feedback
    - Lessons Learned
    - Evaluation
  - Dos and Don'ts

- **Unlock the Career Conversation**
  - Four Career Conversations that Backfire
  - Formal vs. Informal
  - The Process
    - Probing
    - Focusing
    - Planning
  - The SPUR Framework
  - The Career Action Plan
    - Role Development
    - Network Enhancement
    - Immediacy
    - Network
  - Nurturing a Culture of Career
  - Dos and Don'ts