

# Management Essentials

**Duration: 1 Day**

## Course Description:

Why Study Management? According to Dyck and Neubert, Management develops the conceptual skills of any supervisor and manager. It also enables self-knowledge because it gives you a better understanding of the organizational and social that influences who we are. It may improve job satisfaction as well because it helps us understand our own managers better and increases the likelihood that we'll get along with them.

The Art and Science of Management is a training program that will prepare anyone to become a supervisor and manager of an organization. It also equips the current manager with the right perspective, right mindset and tools in handling his or her current position.

The Leadership Essentials will guide the participant to master the foundational management functions - Planning, Leading, Organizing and Controlling.

## Course Objectives:

- For the participants to develop the basic managerial skills - Technical, Human and Conceptual Skills.
- For the participants to embrace the significance of management and his role in managing and leading the organization.
- For the participants to widen his perspective that will allow him to understand the dynamics and influences of any business and corporation. Seeing the big picture will increase the likelihood to align with the goals and strategies of the organization rather than impulsively act to prioritize self-interest.
- For the participants to apply the 4 foundational management functions - Planning, Leading, Organizing and Controlling.

## Course Outlines:

### Module 1: Management

What is Management?

Managerial Skills

- Technical Skills
- Human Skills
- Conceptual Skills

Types of Managers

Mintzberg Managerial roles

- Interpersonal Roles
- Decisional Roles
- Informational Roles

Theory X Managers vs Theory Y Managers

Management Ethics

- Productivity Chart

### Module 2: The Management Function

Planning

- Steps in Planning Process
- SMART Goals
- Types of Planning
- Management by Objectives

Leading

- Motivation
- Leadership and management
- Leadership as Influence
- Leadership Traits and Behavior
- Servant Leadership

Organizing

- Standardization
- Specialization
- Centralization
- Departmentalization
- Organizational Structures
- Organizational Change

Controlling

- Mainstream approach to Four-Step Control Process
  - Step 1: Establish Key Performance Standards
  - Step 2: Monitor Performance
  - Step 3: Evaluate Performance
  - Step 4: Respond Accordingly

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training@trends.com.ph  
(+632) 8863-2123  
www.trendscademy.com.ph