

Helping Implement Good & Best Practices in

Management & Leadership Skills for High Performing Managers

— 2 Week Training Workshop —

- ✓ **This program provides the essential skills required in managers and executives to be recognized as high performers in their organizations.**
- ✓ **Each participant will go away with an action plan he can implement in a step-by-step manner in his organization.**

A 2 weeks Training Workshop

What is Covered in this Workshop?

Most managers are evaluated as average by their peers and superiors even though they possess good job specific skills and perform their job adequately. High performing managers are those who stand out because of the demonstrated systematic working and legacy they establish in their organizations. In this program we will understand these processes, setup systematic management and establish your legacy.

A unique program empowering you to play a leadership role in your organization, your department or your section - to the benefit of your organization and your own career advancement.

Workshop Content

(Subject to Customization based on Participant Group)

1. Registration & Program Introduction
2. Program Overview
3. Manager Role
4. Leadership Role

5. Understanding Good Management
6. Understanding High Performing Manager Attributes.
7. Understanding Leadership
8. Leadership Skills
9. Developing Leadership Skills
10. Understanding Leadership Opportunities
11. Leadership Case Studies
12. Understanding Standard Structured Management Systems
13. Customer Satisfaction
14. Quality Assurance
15. Total Quality Management (TQM)
16. How to Prepare for Leadership Role
17. Understanding Leadership
18. Establishing a Legacy
19. Key Leadership Process Management Capability...
 - a. Mobilizing People
 - b. Providing Direction
 - c. Building Teams to Support Legacy
 - d. Demonstrate Technical Credibility

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- e. Resisting Temptation to focus on Solving Technical Problems Yourself
 - f. Not Relying on Formal Authority to Lead
20. Cause to Champion
 21. Keeping Informed of the Changing Business Environment
 - a. General Economic Environment
 - b. Industry Environment
 - c. New Opportunities
 22. Continually Improving Leadership Work Processes
 23. Supporting Innovation
 24. Mobilization of Different "Work Cultures"
 25. Assigning Strategic Work
 26. Workshop 1: Preparing your Leadership Strategy.
 27. Workshop 2: Detailed Planning to Implement your Leadership Plan.
 28. Setting up Early warning system to Provide Decision Support Data
 29. Workshop Case Studies 1
 30. Workshop Case Studies 2
 31. Program Recommendations
 32. An Individualized Action Plan for each Participant.

For all of above (and more) you will learn

- What it Means?
- How to Do? (Step by Step)
- How not to Do?
- A Step-by-Step Implementation.

Program Outcomes and Take-Away/s

Euro Training is in the business of providing practical useful training programs. Programs that

1. Help the participant implement improvements in his organization.
2. Help the participant gain Multi-discipline understanding of the issues

so that he can incorporate the needs and expectations of all his stakeholders/ customers in his improvement proposals and actions.

3. Help build a knowledge framework in which job related experience can be caught and remembered as his experience.

Typical participant will take away a personalized action plan for himself, his business unit or his organization on how to apply the program contents to improve performance. The action plan may have two components:

1. A Personal Action Plan
2. A Business Unit/Organizational Action Plan

Benefits to Organization

Sending participant/s to this program will benefit the organization in the following ways

1. Quickly makes the participants competent, effective and productive on his job. Useful especially for
 1. Training New employees
 2. Competency Building in Existing Employees Transferred to a New Assignment
 3. Training Prior to a New Project or Initiative Planned in the Organization
2. Create Competency in the employee to perform his job well. including in relation to
 1. Relevant Technical Knowledge, Skills and Competencies
 2. Organizations' Strategic Objectives
 3. Needs and Expectations of the Stakeholders/ Customers (internal & external)
 4. Good Management Practices
 5. Identifying opportunities to Exceed Stakeholder/ Customer Expectations
3. Create a pool of trained manpower who can cost-effectively disseminate the knowledge to large number of

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employees inside the organization. This is made possible by Euro Training's unique easy to understand and use methodology based on Checklist & Quality Assurance Approaches.

Participant Individual Career Benefits

1. You gain a multi-discipline understanding of the issues. Meaning when you make proposals and decisions on your related job you will keep in mind the needs and expectations of ALL the stakeholders/ customers (internal & external)
2. The action plan you take away will help you make a difference in your business unit or organization. This difference when added to your resume will make you a prime candidate for career advancement in your own organization or in your next job/s.
3. Understanding and acting with understanding of the Needs and Expectations of your stakeholders/ customers is known to enhance Job Satisfaction and reduce Monday Morning Blues.
4. As one of your stakeholders/ customers is Executive Management, therefore the program ensures you will know the Strategic Imperatives that Drive the Organization's Efforts in your relevant job area. In the process enabling you to make a leadership contribution.

This Program is Intended for...

Those new to the field take away a good multi-discipline understanding of the issues involved in the program works. It helps them become productive quickly and builds in them a knowledge framework that will help identify, understand, classify and remember on the job experiences in his memory.

More experiences participants take-away an individualized action plan as mentioned elsewhere in this technical sheet.

Implementation Teams: This program can be used to train implementation teams where...

1. a new project or initiative being started in your organization
2. a new strategic focus is being initiated
3. just prior to a Consultant being hired to advise the organization.

Each participant will take away a memorable and potentially life changing experience from the program.

Registration Recommendations

Team Nominations: Since the program aims to ensure the participants have his individualized improvement plan at the end of the program, and foreseeing the effort involved, anticipating resistance and implementation requirements it is recommended that the organization nominate **at least two participants together** (three will be more desirable to allow for attrition) for this program.

It is anticipated that these 2 or more participants will work together as a team or provide mutual support in order to implement the action plan.

Single nominations will also be accepted for the program. Single nominations are typically used to:-

1. Develop personnel skills in Critical Skills and Methodologies covered in this program.
2. Audit this program for deciding its content and methodology's effectiveness in meeting your organizational needs
3. Train individuals for Leadership Roles in Business unit or department. Here this program will help the participant coach and lead his team in these Critical Skills and Methodologies. (Program does not typically cover coaching skills but provides the related technical understanding in an easy to communicate manner.)

For Latest Program Dates Email

hpm555@EuroTraining.com

www.eurotraining.com/bro/hpm555.php

REGISTRATION FORM	
Program:	Management & Leadership Skills for High Performing Managers (HPM555)
Location Where Attending:	
Program Dates:	
Whether Participant will Consider Alternate date if one requested is not available:	
Participant Name Prefix: Mr/Ms/Mrs	
Participant Name:	
Participant Job Title:	
Participant Department & Section:	
Participant Employer/ Company:	
Participant's Present Job Responsibilities:	
Participant Email Address:	
Participant Mobile Number:	
<u>Sponsored by:</u>	
Sponsoring Company:	
Job Title of Sponsoring Authority:	
Name of Sponsoring Authority:	
Email of Sponsoring Authority:	
Fax of Sponsoring Authority:	
Telephone Nos. of Sponsoring Authority:	
Web Site of Sponsoring Company:	
Invoice Reference:	
Invoicing Address:	

REGISTRATION INFORMATION

- To register: Please send us an official letter confirming registration (on organizational letterhead or Authorized Email).
- Program Fee is
 - o USD \$8,900 per participant and includes Course Materials, Certificate, Refreshments and Lunch. (Fee at London, Paris, Rome and Kula Lumpur is \$9,790 per participant)
- Accommodation, VAT is not included in Program fee. Special rates will be available at venue hotel for the participants.
- Special discount of 10% is offered for participants who pay their fees at least 45 days before start of the program.
- Refund will not be considered where the participants cancel his registration less than 3 weeks before start of the program. Alternate nominations will be allowed anytime before program start.
- All participants are required to fill in Participant Information form - on first day of the program. Each program Undergoes Customization to Better Meet Participant Present and Future Career Needs. Please be prepared to let the Instructor/s know about your organization's Special Needs, Interests or Initiatives.
- It is always useful for participants to bring their existing problems or case studies, work-process flow charts or job related problems for discussion - consideration will be at sole discretion of the program director/s.
- Provisional Registration : You can make a provisional registration by sending us an email – an official registration request can be made within 2 weeks. This will ensure we will reserve a seat. All provisional registrations automatically cancel 2 weeks before program start.