

Contract Trainers Australia

Professional Trainers supporting
Training Departments
Project Teams &
Training Companies across Australia



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It is crucial for businesses to focus on these essential managers and provide them with the opportunities to succeed. No matter the organisation's structure or size, it will benefit from having well-trained managers.

Management Training Course

"Effective leadership is putting first things first. Effective Management is discipline in carrying it out." Stephen R Covey

Management Course Foreword

Foreword

Managers are responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in management be committed to the goals of the organisation and understand how to effectively execute these goals.

Who should attend?

New and existing Managers that want to improve their skills.

Course length

2-days

Learning Outcomes

- Define management
- Ethics and Social Responsibility as a Manager
- Manage business information
- Understand decision making as a manager
- Control processes - What?, Why?, How?
- Understand Organisational Strategy - and how to create a sustainable competitive advantage
- Foster innovation and change
- Understand Organisational design and structures
- Use organisational strategies to facilitate change
- Create structures and processes to manage teams
- Understand organisational motivation and leadership

<p>Management Course - Lesson 1 Getting Started</p> <ul style="list-style-type: none">• Workshop Objectives• Ice breaker	<p>Management Course - Lesson 2 Introduction to Management</p> <ul style="list-style-type: none">• What is Management?• What Do Managers Do?• What Does It Take to Be a Manager?• Why Does Management Matter?
<p>Management Course - Lesson 3 Ethics and Social Responsibility</p> <ul style="list-style-type: none">• What is Ethical Workplace Behaviour?• What is Unethical Workplace Behaviour?• How to Make Ethical Decisions• What is Social Responsibility?	<p>Management Course - Lesson 4 Managing Information</p> <ul style="list-style-type: none">• Why Information Matters• Strategic Importance of Information• Characteristics and Costs of Useful Information• Getting and Sharing Information

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<p>Management Course - Lesson 5 Decision-Making</p> <ul style="list-style-type: none">• What is Rational Decision-Making?• Steps to Rational Decision-Making• Limits to Rational Decision-Making• Improving Decision-Making	<p>Management Course - Lesson 6 Control</p> <ul style="list-style-type: none">• Basics of Control• The Control Process• Is Control Necessary or Possible?• How and What to Control• Control Methods
<p>Management Course - Lesson 7 Organisational Strategy</p> <ul style="list-style-type: none">• Basics of Organisational Strategy• Sustainable Competitive Advantage• Strategy-Making Process• Corporate, Industry, Firm Level Strategies	<p>Management Course - Lesson 8 Innovation and Change</p> <ul style="list-style-type: none">• Organisational Innovation• Why Innovation Matters• Managing Innovation• Organisational Change• Why Change Occurs and Why it Matters• Managing Change
<p>Management Course - Lesson 9 Organisational Structures and Process</p> <ul style="list-style-type: none">• Departmentalization• Organisational Authority• Job Design• Designing Organisational Process	<p>Management Course - Lesson 10 Managing Teams</p> <ul style="list-style-type: none">• The Good and the Bad of Using Teams• Kinds of Teams• Work Team Characteristics• Enhancing Work Team Effectiveness
<p>Management Course - Lesson 11 Motivation and Leadership</p> <ul style="list-style-type: none">• Basics of Motivation• Equity Theory• Expectancy Theory• What is Leadership?• Situational Leadership• Strategic Leadership	<p>Management Course - Lesson 12 Wrapping Up</p> <ul style="list-style-type: none">• Words from the Wise

Highly Effective Management is one of the Professional Development Training Courses delivered by **contract trainers** in Brisbane, Sydney, Canberra, Melbourne, Adelaide and Perth.

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