

Managing the Core Tasks in the Management Process

Workshop Purpose:

This workshop aims to provide managers with the knowledge and tools to develop a systematic approach to manage the core tasks of the management process:

- Establish company & departmental priorities
- Align team members to organisational/departmental vision and objectives
- Review performance



Workshop Outcomes:

On completion of this workshop participants will be able to:

- Setting priorities:**
 - Set organisational and/or departmental objectives
 - Prioritise tasks in line with objectives
 - Identify the mindset, skillset and structures required to perform the tasks
- Alignment Cycle:**
 - Understand the psychological stages people go through to commit to a shared vision
 - Develop the ability to align team members towards a specific vision and goals
- Performance review:**
 - Understand the elements that contribute towards performance: Skillset, Mindset, Structures
 - Identify specific KPI's per category
 - Identify controllable and uncontrollable issues

Who should attend:

Any person involved in managing teams at any level of experience.

Duration:

1-day workshop

For a minimum of 8 to a *maximum of 16* participants.

For further information on any of our products or services please visit us on www.upc.co.za or send us an e-mail at info@upc.co.za