



Team Leadership Program for Middle Managers

“Effective managers are a key ingredient for increased profitability and growth for organizations.”

Over the last several years, management has taken on many new and complex dimensions. Advancing technology, changing values and increasing competition have created new and exciting possibilities for every organization. The challenge facing management today is developing an organization that can achieve tomorrow’s goals while continuing to meet the daily challenges of today’s changing business environment. To balance these organizational and economic demands, managers need a systematic, results-oriented approach to organizing, managing and motivating their people.

Today’s management requires the skills to manage people to a high level of productivity and successful outcomes. Every company and organization is forced to accomplish more with less in this global business environment. Effective managers are a key ingredient for increased profitability and growth for organizations.

The Process

This Management Development process is designed to help managers develop the skills needed to do more with less and be able to aggressively accomplish organizational and personal goals and objectives. As a result of this process, managers understand why and how they can be essential to achieving the organization’s goals. This process makes management development not only possible, but eminently profitable.

Critical Issues Covered Within the Process

- Manager as a Leader
- Criteria for Goal Setting
- Order of Values
- Solutions and Action Steps
- Confidence
- Transactional Analysis
- Active Listening
- Timing and Decisions
- Communication
- Making the most of your time
- Subordinate Development
- Creating a Problem Solving Environment
- Managing through Goal Setting
- Project Management

The Results and Measurable

- Cohesive, Energized Teams
- Reduced Turnover
- Improved Organizational Profits
- Developed and Sustained Corporate Values
- Professional Expectations Accomplished
- Increased Market Share
- Increased Productivity
- Development of Positive Attitudes
- Visualization of Goals, Purpose and Vision



Leadership Development Process and Deliverables

Target Audience: Middle Managers

Deliverable	Details
<p>Ten (10) development sessions</p>	<p>8-12 participants meet weekly for 10 weeks. Each session will be approximately 2 - 3 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session. Goals will link to the organizations vision, values and strategic mission.</p>
<p>Three (3) Follow-up sessions</p>	<p>The group will meet for three hours, once monthly for three months following the last development session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.</p>
<p>Course Materials Three Ring Binders with your company logo.</p>	<p>Twelve chapters of program content in audio and text format enables the participants to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions result in content retention in excess of 60%.</p> <p>Content includes:</p> <ol style="list-style-type: none"> 1. The Ever-Changing Managerial Role 2. The Manager as a Leader 3. Goal Setting for Success 4. Turning Solutions into Action 5. Organizational Goal Setting 6. Managing Your Time 7. Project Management 8. Motivation and Confidence 9. Decision Making 10. Transactional Analysis for Managers 11. Communications 12. Dealing with Negative Behavior



Deliverable	Details
<p>Course Materials Action Plan Three Ring Binders with your company logo.</p>	<p>Self and Organizational Evaluation Sections include:</p> <ul style="list-style-type: none"> • Pre-course and post-course Management Skills 360 feedback assessment • Dream Inventory • Mental Development • Social Development • Physical Development • Financial/Career Development • Family Life Development • Ethics and Beliefs Development • Setting Goals and Establishing Priorities • Goal Planning Sheets • Organizational Goals Program • Production Management • Time Management • People Management • Goals Summary Sheets • Goals Accomplished
<p>Six hours of 1-on-1 Coaching per participant.</p>	<p>Participants will receive one-on-one coaching to help them with specific applications issues and review assessment data. Each person receives six hours of coaching.</p>
<p>Concept Application Through Goal Setting</p>	<p>The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.</p>
<p>Critical Issues</p>	<p>Each participant will identify three critical issues within the organization and develop comprehensive action steps for each issue.</p>
<p>Productivity Assessment</p>	<p>The group will analyze current productivity followed by measurable goal setting.</p>
<p>Self-Concept Profile</p>	<p>Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.</p>
<p>Personal Vision</p>	<p>Each participant will develop a vivid mental picture of his/her future direction.</p>



Deliverable	Details
Management Skills Assessment	<p>The group will analyze the current management skills level in the areas of:</p> <ul style="list-style-type: none"> ○ Productivity ○ People ○ Time <p>This will be followed by measurable goal setting and action steps where improvement is needed.</p>
Time Management Analysis	<p>Each participant will analyze his/her personal time management ability followed by goal setting where improvement is needed.</p>
Communication Assessment	<p>The group will discuss the current communication “state” and its impact on others.</p>
Measurable Results	<p>The process is customized and tailored to achieve the measurable outcomes set by each specific client.</p>
Attribute Index	<p>The Attribute Index allows participants to discover What natural talents they possess.</p>
Values Index	<p>The Values Index allows participants to understand Why they are motivated to use those natural talents.</p>
DISC Index	<p>The DISC Index allows participants to understand How they like to use those natural talents.</p>
Management Skills 360	<p>One 1 ½ hour Pre-course session sets the benchmark and one 1 ½ hour post-course 360 feedback session compares and assesses the progress of the participants through the learning process.</p>

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