



## MANAGING SELF

### MODULE 1

#### Supervisor Survival Guide

- ▣ Time management
  - ┆ Setting expectations and goals
  - ┆ Defining your purpose

### MODULE 2

#### Assigning Work

- ▣ Assigning work
  - ┆ Delegating effectively
  - ┆ Monitoring results and
  - ┆ Developing a skills matrix

## MANAGING OTHER INDIVIDUALS

### MODULE 3

#### Getting Results

- Defining performance standards for a job
- Measuring performance against performance standards
- Understanding assessment tools
- Different performance tools and best practices

### Module 4

#### Human Resource Management

- ▣ Evaluating talent
  - Recruiting
  - Interviewing
  - Screening & selection
  - Onboarding
  - Disciplining employees
  - Terminating employees

## MANAGING THE ORGANIZATION

### MODULE 5

#### The Art and Science of Strategy

- Strategic thinking vs. strategic planning
- Evaluating strategy – relevant case study review
- The strategic planning process
- Setting strategic goals – the what and the how
- Critical success factors and key performance indicators
- Strategy mapping

### MODULE 6

#### Creating Culture that Drives Success

- Defining culture and its components
- Leverage points for changing culture
- Tools for assessing culture
- Two approaches for guiding large scale organization change
- The bias of paradigms in blinding leaders

