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Management: Improving Performance of Individuals, Teams, the Business & Yourself Training

Applied Technology Academy

Whether you're a new manager or looking to grow in your current role, effective management requires more than task oversight. This management training course helps you build practical skills for leading individuals, managing teams, handling performance conversations, developing business cases, and improving your own leadership effectiveness.

LEVEL	DURATION	EXPERIENCE	AVERAGE SALARY	LABS
Beginner	**3 Days**	**2 years Business Management**	**$68,000**	**No**

Course Overview

This course provides best practices on a wide variety of mission-critical topics such as performance management, understanding key financial statements, the fundamentals of strategy, emotional intelligence, and building your employee's trust. The class is very hands on: participants engage in numerous exercises specifically tailored to the management discipline to improve their overall effectiveness.

Course Outline

- **Lesson 1: Managing Individuals – The Critical Importance of Performance Management**
  - The Characteristics of Effective Goals
  - Define Employee Goals and Decide How They Are Measured
  - Collaborate with Your Employee to Create a Plan for Moving Forward
  - Make a Habit of Providing Feedback
  - Coach Your Employees to Close Performance Gaps
  - How to Keep Your Employees Motivated
  - Understand Your Employee's Wants and Needs
  - Expand Your Employee's Skill Sets
  - Craft a Development Plan
  - How to Develop Someone Who's Struggling
- **Lesson 2: Managing Individuals – Formal Performance Reviews**
  - The Case for and Against Annual Appraisals
  - Assess Performance, but Rethink Ratings
  - How to Conduct the Review Conversation

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  - Define New Goals for a New Cycle
- **Lesson 3: Managing Individuals – Tough Topics**
  - Responding to the Steady Worker
  - Preventing Burnout on Your Team
  - Managing the Performance of Remote Employees
- **Lesson 4: Managing Individuals – Delegation and Developing Talent**
  - Delegating with Confidence
  - Benefits of Delegation
  - Developing a Delegation Plan
  - Sharing Your Delegation Plan with Your Employees
  - Providing Support
  - Avoiding Reverse Delegation
  - Developing Talent
  - Employee Development as a Priority
  - Creating Career Strategies for Your Staff
  - Developing High-Potential Talent
  - Stretch Assignments
- **Lesson 5: Managing Teams**
  - Leading Teams
  - Team Culture and Dynamics
  - Managing Cross-Cultural Teams
  - Managing Virtual Teams
  - Productive Conflict Resolution
  - Fostering Creativity
  - Plan a Creative Session
  - Tolls for Generating Ideas
  - Make Sure All Perspectives Are Heard
  - Dealing with Negativity
  - Hiring – And Keeping – The Best
  - Crafting a Role
  - Recruiting World-Class Talent
  - Retaining Employees
  - Motivation and Engagement
- **Lesson 6: Managing the Business**
  - Strategy: A Primer
  - Your Role in Strategy
  - What is Strategy

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  - Developing Your Strategy
  - Leading Change and Transitions
  - Mastering Financial Tools
  - The Basics of Financial Performance
  - Understanding Financial Statements
  - Budgeting
  - Developing a Business Case
  - Stakeholder Perspectives
  - Clarifying the Need and Value
  - Cost/Benefit Analysis
  - Risk Identification and Mitigation
  - Writing Your Business Plan
  - Getting Buy-in from Your Team
- **Lesson 7: Managing Yourself**
  - Becoming a Person of Influence
  - Positional Versus Personal Power
  - Managing Up
  - Partnering with Your Peers
  - Silo Busting and Effectiveness
  - Promoting Your Ideas
  - Communicating Effectively
  - Finding Your Voice as a Leader
  - Mastering the Written Word
  - Persuasive Presentations
  - Conducting Effective Meetings
  - Personal Productivity
  - Time Management Essentials
  - Finding Focus
  - Stress Management
  - Work-Life Balance
  - Self-Development
  - Career Purpose
  - Looking for Opportunities in Your Organization
  - Feedback from Your Boss and Your Team
- **Lesson 8: Develop a Leader Mindset**
  - The Transition to Leadership
  - Understanding Your Role as a Manager

- The Differences Between Leadership and Management
- Demystifying Leadership
- Handing the Emotional Challenges of the Transition
- Building Trust and Credibility
- Establishing Your Character
- Demonstrating Your Competence
- Cultivating Authentic Leadership
- Ethics and Integrity
- Emotional Intelligence
- What is Emotional Intelligence?
- The Power of Self-Awareness
- Emotional Steadiness and Self-Control
- Managing an Employee's Emotions
- Building Social Awareness on Your Team
- Positioning Yourself for Success
- Redefining Success
- Understanding Your Organizational Strategy
- Planning for Strategic Alignment

Intended Audience

New managers or professionals looking to have more influence in your current management role.

Prerequisites

Professional leadership experience.

Follow-On Courses

- CAPM
- PMP

Ready to enroll? Call 800.674.3550 or email Info@AppliedTechAc.com — private team cohorts, GSA MAS purchasing, military credentialing funding, VA GI Bill and VR&E and student financing available.