

# Management



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 company. 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 a manager needs a systematic, results-oriented approach to organizing, managing, and motivating their people.

Today's management requires the skills to manage people to a higher 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

The 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. ■

## The Formula For Success

**Ask + Goals = PBC → IR**

Attitude  
Skills  
Knowledge

Positive  
Behavior  
Change

Improved  
Results

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## Issues Covered Within This Process

- Manager as a Leader
- Criteria for Goal Setting
- Order of Values
- Solution and Action Steps
- Confidence
- Attitude Motivation
- Transaction Analysis
- Timing and Decisions
- Management Communications
- Making the Most of Your Time
- Subordinate Development
- Creating a Problem Solving Environment

## The Results are Measurable

- Cohesive, Energized Teams
- Reduced Turnover
- Improved Organizational Profits
- Developed and Sustained Corporate Values
- Professional Expectations Accomplished
- Increased Market Share

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

## Deliverables – Management Development

<b>11 Development Sessions</b>	Participants meet for 11 weekly sessions for 3 hours. 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.
<b>3 Follow-Up Sessions</b>	The group will meet quarterly for the 3 quarters following the last session. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions.
<b>Audio CD Series</b>	12 Chapters of program content in audio form enables 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 results in content retention in excess of 60%.
<b>Text</b>	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.
<b>Action Plan</b>	Self and Organizational Evaluation Sections utilized to personalize individual action Plans.
<b>Phone/E-mail Consultation</b>	Participants within the group will have unlimited phone/e-mail consultations with facilitator during the process.
<b>Concept Application Through Goal Setting</b>	The group will focus on the implementation of key concepts as they apply to each participant, by developing written goals with measurable action steps.
<b>Critical Issues</b>	Each participant will identify 3 critical issues within the organization and develop comprehensive action steps for each issue.
<b>Productivity Assessment</b>	The group will analyze current productivity followed by measurable goal setting.
<b>Self-Concept Profile</b>	Each participant will analyze current confidence and comfort levels with self, and create steps to be taken if improvement is desired.
<b>Personal Vision</b>	Each participant will develop a vivid mental picture of his/her future direction.
<b>Management Skills Assessment</b>	The group will analyze the current management skills level in the areas of: Production People Time This will be followed by measurable goal setting and action steps where improvement is needed.
<b>Time Management Analysis</b>	Each participant will analyze his/her personal time management ability followed by goal setting where improvement is needed.
<b>Communication Assessment</b>	The group will discuss the current communication “state” and its impact on others.
<b>Measurable Results</b>	The process is customized and tailored to achieve the measurable outcomes set by each specific client organization.