

PRINCIPLES OF MANAGEMENT IV CULTIVATING PERFORMANCE

Behavioral Expectations:	Module Outline:
<ul style="list-style-type: none"> • Identify the negative impact of mismatched supervision on the performance and morale of others • Describe the developmental levels and corresponding leadership styles • Identify ways to delegate tasks effectively • Apply the seven steps to be successful in delegation • List reasons why managers/leaders resist delegation • Explain the manager/leader's role in change • Demonstrate how to initiate and implement change • List the six steps to successful change 	<p>Prerequisite: Principles of Management I & II Schedule: Four Consecutive Weekly Sessions</p> <p>Cultivating the performance of your employees is determined by the skills of the manager. Personality conflicts, lack of trust, change, poor people skills and the manager not understanding their role are aspects that can cause the employee to fail. This course is designed to evaluate the manager's approach and the employee's capability. It will teach the manager how to delegate tasks effectively and how they communicate during difficult times.</p> <p>Topics Covered:</p> <p>Adapting Your Leadership Approach (Part I)</p> <ul style="list-style-type: none"> • Identify various leadership methods • Determine the talent level of the associate • Learn the impact of mismatched expectations <p>Adapting Your Leadership Approach (Part II)</p> <ul style="list-style-type: none"> • Learn the difference between competence and commitment • Identify the top 3 skills of a leader <p>Delegation that Works: Entrusting & Developing Others</p> <ul style="list-style-type: none"> • Identify the "3" key ingredients of good delegation • How to delegate tasks effectively • Utilize seven steps to effective delegation <p>Influencing During Times of Change</p> <ul style="list-style-type: none"> • Demonstrate how to communication change effectively • Learn how to plan and initiate change • Utilize 6 steps to successful change <p>Key Learning Points:</p> <ol style="list-style-type: none"> 1. Learn how to open up the lines of communication. 2. Take initiative by helping others develop self-reliance. 3. Learn how to adapt your personal leadership style to the developmental level of their associates. 4. Learn how to increase your delegation skills 5. Identify skills, attributes and development needs in advance to cultivate performance.