



Management Fundamentals

Course #: PD-101 **Duration:** 2 days

Prerequisites

None

Details

Step up your managerial skills with this meticulously designed course that imparts practical knowledge in key areas such as successful one-on-one meetings, effective feedback delivery, strategic goal setting, task delegation, and facilitating enriching career conversations.

Join us in this transformative journey to become a leader who inspires, motivates, and propels your team toward excellence.

Software Needed

None

Outline

- **Successful One-on-One Meetings**
 - Time
 - Context and Agenda
 - Discussion Points
 - Presence
 - Gratitude
 - Problem-Solving
 - Questions
 - Challenges and Consequences
 - Dos and Don'ts
- **Feedback: A Two-Way Street**
 - Four Easy Steps
 - Purpose
 - Information
 - Mindset
 - Gender Politics, Culture, Language, and Other "Hot" Potatoes
 - Environment
 - Performance vs. Personal Traits
 - Career Conversations
 - Action Plan
 - Follow-up
 - Dos and Don'ts
- **Goal Setting: A Science and Art**

- Goal Setting
 - Law of Momentum
 - Law of Inertia
 - Law of Probability
- Elimination Process
- Upper and Lower Bounds
- Goal Alignment
- SMART Goals
- Goal Measurement
- Recognition and Rewards
- Dos and Don'ts

- **Delegating Effectively**
 - Why Not?
 - Why?
 - Context
 - Commitment
 - Engagement Levels
 - The Art of Selection
 - Responsibility for Outcomes
 - The Delegator's Dozen
 - Attitude
 - Outcome
 - Target
 - Input
 - Assign and Define
 - Training and Guidance
 - Authority and Enablement
 - Control Process
 - Monitor
 - Feedback
 - Lessons Learned
 - Evaluation
 - Dos and Don'ts

- **Unlock the Career Conversation**
 - Four Career Conversations that Backfire
 - Formal vs. Informal
 - The Process
 - Probing
 - Focusing
 - Planning
 - The SPUR Framework
 - The Career Action Plan
 - Role Development
 - Network Enhancement
 - Immediacy
 - Network
 - Nurturing a Culture of Career
 - Dos and Don'ts