www.logicalimagination.com
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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