

Section 1

Unit 1

Fundamentals of Management

- How to determine, set, and communicate job expectations
- Linking employee behaviors to performance
- Describing performance expectations
- Increasing employee commitment and pride and evaluate performance

Unit 2

Employee Engagement

- Motivating and engaging employees to get the job done
- Tools and techniques to increase employee buy-in and commitment
- How to communicate with employees and get them involved and engaged in their own performance evaluations

Unit 3

Increasing your Success Part 1

- Enhancing your ability to manage effectively
- In-depth analysis of the behaviors of your style

Unit 4

Increasing your Success Part 2

- Behaviors that inhibit your ability to manage effectively
- Advanced analysis of the behaviors of your management style

Section 2

Unit 1

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Section 3

Unit 1

Principles of collaboration in management

- Defining principles of collaboration
- Emotions, self-mastery and collaboration
- Redirecting teams and group collaboration
- Conflict management and facilitation

Unit 2

Relationship building

- Building relationships fundamentals
- Renegotiating failed relationships
- Managing collaborative potentials

Unit 3

Strategies to tap into group collaborative potential

- Harnessing collaborative energy
- Responsible communication
- Managing collaboration for performance

Unit 4

Your action plan for collaborative management

- Setting your management goals

- Identify and utilize collaborative resources
- Creating a collaborative management action plan