

# **American Management Association's Taking on Greater Responsibility: Step-Up Skills for Nonmanagers**

## ***Learning Objectives***

- Demonstrate Confidence When Asked to “Step Up” to Opportunities on New Projects Outside Your Regular Work Activities
- Apply the Skills Required to Advance to the Next Step of Your Career
- Map Out a Plan of Action to Enhance Productivity and Career Development Potential

## ***Self-Development to Take on Greater Responsibility***

- Identify the Importance of Self-Development as Critical to Upward Mobility
- Identify the Five Key Areas for Success in Taking on Greater Responsibility
- Assess Skill Level in the Five Areas for Success

## ***Being Business Savvy and Smart***

- Define Business Savvy and Discover the Impact of the Current Economic Environment on Organizations
- Define Your Organization’s Mission, Vision, and Strategy
- Articulate Your Role as a High-Level Contributor in the Process of Achieving Strategic Results for Your Organization
- Identify Business Trends That Will Allow You to Create Value-Added Contributions at Work

## ***Communicating Strategically***

- Identify Your Communication Style
- Apply Skills to Flex to Other’s Communication Preferences
- Develop and Communicate a Strong Personal Brand

## ***Managing Change***

- Discuss Common Reasons for Resisting Change and Identify Strategies for Remaining Resilient
- Identify a Managing Change Model and Transformational Strategies
- Develop a Brand That Projects a Proactive Change Attitude Brand

### ***Working in Teams***

- Identify the Roles You Can and Should Bring into Each Team Encounter
- Analyze When and How to Use Team Roles to Promote Team Productivity
- Synthesize Analytic Thinking, Communication, and Decision-Making Skills in the Team Problem-Solving Setting

### ***Managing Time***

- Identify and Take Responsibility for Time Management Strategies
- Create a Working Environment That Utilizes Technology Solutions to Get More Done in Less Time
- Utilize Communication Skills with Time Management Needs to Tactfully Say No and Control Workflow

### ***Preparing the Plan for Greater Responsibility***

- Synthesize Strategic Development and Performance Goals into a Coherent Plan for Application of Skills at Work
- Synthesize Strategic Development and Performance Goals into a Coherent Presentation
- Present Your Strategic Development and Performance Plan for Feedback