

**American Management Association's
AMA Business Boot Camp:
Management and Leadership Essentials**

Learning Objectives

- Assess Your Core Management Competencies and Skills
- Examine How an Understanding of Personality Types Can Influence Your Effectiveness as a Manager
- Identify Areas to Strengthen, Reenergize and Calibrate Your Management Skills

LESSON ONE

Assessing Your Full Management Potential

- Define the Role of Manager
- Explain How Your Personality Type Influences Your Role as a Manager
- Recognize the Importance of Creating the Right Environment
- Describe the Importance of Communication for Effective Management

LESSON TWO

Strengthening Your Team

- Define Performance Management
- Discuss the Need for Executing Good Performance Planning and the Best Practices That Enable This (i.e., Questioning/Listening)
- Explain the Importance of Motivation in Relation to Performance Management
- Practice Feedback Coaching Techniques

LESSON THREE

Maintaining Healthy Projects

- Distinguish Between Projects and Operations
- Define the Role of the Manager in the Project
- Apply Techniques and Skills to Define the Work to Be Done
- Practice Delegation Techniques to Manage a Project's Resources Appropriately
- Discuss the Importance of Good Communication Skills in Project Management
- Exercise Good Meeting Skills to Effectively Manage a Project

LESSON FOUR

Building Your Leadership Endurance

- Distinguish Between Management and Leadership
- Discuss the Different Ways People Think Strategically
- Explain How Having a Strategic Mindset Is Essential to Leadership
- Determine Ways to Establish Credibility
- Explore How Motivation and Demotivation of Others Can Affect Your Ability to Lead Successfully
- Identify a Leader's Sources of Power and Influence
- Describe Ways That Leaders Can Build Their Power and Influence