

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

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

Assessing Your Full Potential

- Define the Role of a 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

Strengthening Your Team

- Define Performance Management
- Discuss How Performance Planning Is the Most Important Part of the Performance Management System as It Sets Expectations for the Employee
- Explain the Importance of Motivation in Relation to Performance Management
- Practice Feedback Coaching Techniques
- Leverage Tools and Processes for Better Performance Management

Maintaining Healthy Projects

- Distinguish between Projects and Operations
- Define the Role of the Manager in Project Management
- 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

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