

## **American Management Association's Successfully Managing People**

### ***Learning Objectives***

- Appreciate How the Role of Manager Has Changed in Today's Organizations
- Recognize the Role of Values in Managing People
- Describe the Importance of Ethical Leadership
- Identify How Your Organization's and Workgroup's Culture Shapes the Behavior of the People You Work With
- Assess Your Management and Personal Style and Adjust It to Different Situations
- Adopt the Approach Needed to Motivate Different Types of People
- Communicate Effectively with Those You Manage
- Apply the Principles of Emotional Intelligence to Achieve Greater Effectiveness
- Use Feedback to Improve Performance and Manage Difficult Employees

### ***Being a Manager in Today's Organization***

- Recognize How Economic and Social Trends Have Changed the Manager's Role
- Define "Successfully Managing People"
- Discuss and Illustrate Specific Challenges You Face When Motivating Others in Today's Organization

### ***Organizational Culture and Ethical Leadership***

- Define "Values" and Recognize Their Source
- Identify Ways in Which Values Impact Work Life and Productivity
- Identify the Values Conflicts in Yourself, in Others, and in the Organization
- Recognize How Values Inform an Organization's Culture
- Define "Ethics" and Recognize the Manager's Role in Setting Ethical Standards for Employees

### ***Personal Styles: DiSC®***

- Determine Your Own Personal Profile (*DiSC® Profile*)
- Gain Insight in to the Strengths and Limitations of Your DiSC® Profile
- Use Behavioral Cues to Determine Others' Personal Styles
- Gain Insight into How to More Effectively Work with Other Personal Styles

## ***Motivating Those You Manage***

- Define “Motivation” and Identify the Important Factors in Motivation and Employee Engagement
- Understand Pre-Motivators, Motivators and Demotivators
- Differentiate Between Motivation and Engagement
- Tailor Your Motivational Efforts to Individuals and Situations
- Employ Motivational Strategies to Delegate for Engagement

## ***Delegation***

- Identify the Different Delegation Styles, and Recognize How and When to Use the Guidelines
- Evaluate Employees and Situations, and Determine the Appropriate Delegation Style
- Appreciate the Importance of Openness to Trying New Delegation Styles with Employees, as Appropriate

## ***Communication Skills for Managers***

- Use Positive Feedback to Improve Employee Commitment and Strengthen the Team
- Effectively Deliver Corrective Feedback
- Deal with Difficult Employees

## ***Emotional Intelligence***

- Define “Emotional Intelligence”
- Describe the Competencies of Emotional Intelligence
- Develop a Strategy for Improving Your Emotional Intelligence
- Manage and Adapt the Emotional Behaviors You Exhibit That Impact Your Leadership and the Team Environment
- Integrate Empathy to Promote Strong Relationships