

HRODC Postgraduate Training Institute

A Postgraduate-Only Institution

032.B4

Enhancing Managerial Effectiveness

Course or Seminar

Leading To:

DIPLOMA – POSTGRADUATE IN

*Enhancing Managerial Effectiveness
And Executive Management – Block 4*

Accumulating to

POSTGRADUATE DIPLOMA

Executive Management

Progressing To

Executive MBA

Course Coordinator:

Prof. Dr. R. B. Crawford – Director of HRODC Ltd. and Director of HRODC Postgraduate Training Institute, A Postgraduate-Only Institution. He has the following Qualifications and Affiliations:

- Doctor of Philosophy {(PhD) (University of London)};
- MEd. Management (University of Bath);
- Advanced Dip. Science Teacher Ed. (University of Bristol);
- Postgraduate Certificate in Information Systems (University of West London, formerly Thames Valley University);
- Diploma in Doctoral Research Supervision, (University of Wolverhampton);
- Teaching Certificate;
- Fellow of the Institute of Management Specialists;
- Human Resources Specialist, of the Institute of Management Specialists;
- Member of Academy of Management (MAoM), within the following Management Disciplines:
 - Human Resources;
 - Organization and Management Theory;
 - Organization Development and Change;
 - Research Methods;
 - Conflict Management;
 - Organizational Behavior;
 - Management Consulting;
 - Gender & Diversity in Organizations; and
 - Critical Management Studies.
- Member of the Asian Academy of Management (MAAM);
- Member of the International Society of Gesture Studies (MISGS);
- Member of the Standing Council for Organisational Symbolism (MSCOS);
- Life Member of Malaysian Institute of Human Resource Management (LMIHRM);
- Member of ResearchGate Community;
- Member of Convocation, University of London;
- Professor HRODC Postgraduate Training Institute.

Prof. Crawford was an Academic at:

- University of London (UK);
- London South Bank University (UK);

- University of Greenwich (UK); and
- University of Wolverhampton (UK).

For Whom This Course is Designed **This Course is Designed For:**

- Corporate Managers;
- Executive Managers;
- Senior Managers;
- Middle Managers;
- Junior Managers;
- Human Resource Managers;
- Board of Directors;
- Entrepreneurs;
- Supervisors;
- Organisational Development Practitioners;
- Management Graduates;
- Management Lecturers;
- Individuals with a genuine interest in Issues associated with Organisational Management and Organisational Effectiveness.

Duration:6 Days

Cost:£6,000.00Per Delegate

Please Note:

- V.A.T. (Government Tax) does not apply to Corporate Sponsored Individuals, taking Programmes or Courses in any location - within or outside the UK.
- It applies only to Individuals and Corporations based in the UK and to Non-UK Individual Residents taking courses in the UK.

Cost includes:

- Free Continuous snacks throughout the Event Days;
- Free Hot Lunch on Event Days;
- Free City Tour;
- Free Stationery;

- Free On-site Internet Access;
- Diploma – Postgraduate –in **Enhancing Managerial Effectiveness and Executive Management – Block 4**; or
- Certificate of Attendance and Participation – if unsuccessful on resit.

HRODC Postgraduate Training Institute's Complimentary Products include:

1. HRODC Postgraduate Training Institute's **Leather Conference Folder**;
2. HRODC Postgraduate Training Institute's **Leather Conference Ring Binder/ Writing Pad**;
3. HRODC Postgraduate Training Institute's **Key Ring/ Chain**;
4. HRODC Postgraduate Training Institute's **Leather Conference (Computer – Phone) Bag** – Black or Brown;
5. HRODC Postgraduate Training Institute's **8GB USB Flash Memory Drive**, with Course Material;
6. HRODC Postgraduate Training Institute's **Metal Pen**;
7. HRODC Postgraduate Training Institute's **Polo Shirt**.

****Please see product images, as a separate file - Complimentary Products For Students and Delegates, from HRODC Postgraduate Training Institute.****

Daily Schedule:9:30 to 4:30 pm.

Location: **Central London and International Locations**

Enhancing Managerial Effectiveness Leading to Diploma-Postgraduate in Enhancing Managerial Effectiveness and Executive Management – Block 4

Course Objectives

By the conclusion of the specified learning and development activities, delegates will be able to:

- Appreciate the value of time in an organisational context;
- Regard time as an important resource;
- Apply the principle of throughput accounting to organisational;
- Activities as a motivation towards effective time-management;

- Devise an effective time management strategy;
- Manage meetings more effectively as a time management device;
- Apply effective time management to competitive situations;
- Demonstrate their understanding of the intricacies that are involved in the process of leadership;
- Distinguish between a leader and a managerial leader;
- Relate the theories of leadership to empirical research;
- Demonstrate their understanding of the need to constantly re-evaluate the superior-subordinate that they encourage;
- Exhibit an understanding of the relationship between leader behaviour and leadership styles; and
- Demonstrate their understanding of the different aspects of the contingency approaches to leadership.

Course Contents, Concepts and Issues

Part 1: Time Management

- Time Management Defined;
- Time in an Organisational Wide Context: Acting in Time;
- The Cost of Time;
- Time Management Tools;
- Maximising Personal Effectiveness;
- Busy vs. Productive;
- Time Wasters/Time Robbers/Time Stealers/Time Bandits;
- Managing Time Wasters/Time Robbers/Time Stealers/Time Bandits;
- Combating Procrastination;
- Diffusing the Impact of Others:
 - Handling Interruptions Constructively;
 - Asserting Yourself Politely and Calmly;
 - Conquering Overcommitment (Learn to say, “No”).

Part 2: Contextualising Time Management

- The Four D's of Time Management:

- Do;
 - Delegate:
 - ✚ Tasks Which Should Be Delegated;
 - ✚ Effective Delegation Techniques;
 - ✚ How to Delegate.
 - Dump;
 - Defer.
- Managing Multiple Task and Deadlines;
 - Combating Work Related Stress;
 - Balancing Personal and Professional Life;
 - Avoiding Time Crunches;
 - Handling Unexpected Job Emergencies;
 - Human Multitasking;
 - Benefits of Effective Time Management;
 - Effects of Poor Time Management;
 - Time Management Theories:
 - Maslow's Hierarchy of Needs;
 - The Pickle Jar Theory;
 - Pareto Principle or 80/20 Rule;
 - Eisenhower Method;
 - POSEC Method.

Part 3: Setting Goals/Objectives, Planning and Getting Organised

- Setting Goals and Objectives:
 - What You Want to Achieve;
 - Importance of Goal;
 - Setting Realistic Goals Through SMART Method;
 - Techniques for Setting and Achieving Goals.
- Planning:
 - Management and Planning Tools;
 - Using a Planner;
 - Developing Action Plan.
- Getting Organised:
 - Organising Your Workspace, Files and Folders;
 - E-mail, Task and Calendar Managing;

- Information Flow and Retrieval Process;
- Information Overload;
- Schedule Management:
 - ✚ Scheduling to Create Work/Life Balance;
 - ✚ Creating Dynamic “To-Do List”;
 - ✚ Reducing Mental Clutter.
- The Batching Technique;
- Utilise Time Gaps;
- Effective Follow-up System;
- Developing Time Management Habit.

Part 4: Scheduling, Prioritising and Time Management Application

- Scheduling:
 - Effective Scheduling;
 - Steps in Scheduling.
- Prioritising:
 - The Prioritisation Grid;
 - Important vs. Urgent;
 - Time Management Matrix (Covey’s Four Quadrant Matrix);
 - To-Do List;
 - ABC123 Prioritised Planning;
 - Decision Matrix.
- Time Management and Manager:
 - How Most Managers Apportioned Their Time;
 - Time Management Tips for Managers;
 - Effective Resource Management;
 - Workload Analysis;
 - Managing Workload;
 - Managing Disorganised Staffs.

Part 5: Achieving Effective Time Management through Proper Meeting Management

- Meeting Management:
 - Creating an Effective Agenda;

- Importance of Agenda;
 - Steps For Productive and Effective Meeting;
 - Groupthink;
 - Teamthink;
 - Reducing Time Spent on Meeting;
 - Meeting Menaces:
 - The Waffler;
 - The Turf Warrior;
 - The Assassin;
 - The Dominator;
 - The Interrupter.
 - Meeting Mismanagement.
- Trading Game Scenario.

Part 6: Managerial Leadership and Leader Behaviour in Organisations

- Leadership: General Definition
- The Difference Between a Leader and a Managerial Leader
- Transactional Leader Behaviour
- Charismatic or Transformational Leader
- Leadership and Authority
- Management and Power
- Management and Control
- Leadership and Interpersonal Relationship
- Qualities or Traits Approach to Leadership
- Task and Person Orientation
- Contingency or Situational Approaches to Leadership
- Leadership and Extroversion
- Leadership and Characteristics
- Leadership and Social Needs
- Leadership and Power Needs
- Leadership and Achievement Needs
- Leader Orientation
- Person Orientation
- Employee Centered Leaders

- Participative Leadership
- Democratic Leadership
- Performance Monitoring
- Leadership and Environmental Variability
- Leadership-Superior Subordinate Relationship
- Leadership and Team Development
- Leadership and Flexibility
- Leadership and Decision Making
- Leadership Influence and Reward

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The submission of our application form or otherwise registration by of the submission of a course booking form or e-mail booking request is an attestation of the candidate's subscription to our Policy Terms and Conditions, which are legally binding.

Prof. Dr. R. B. Crawford - Director HRODC Postgraduate Training Institute