

# MANAGEMENT



Over the last several years, management has taken on many new and complex dimensions. Advancing technology, changing values, and increasing competition have created new and exciting possibilities for every organization. The challenge facing management today is developing an organization that can achieve tomorrow's goals while continuing to meet the daily challenges of today's changing business environment. To balance these organizational and economic demands managers need a systematic, results-oriented approach to organizing, managing, and motivating their people.

Today's management requires the skills to manage people to a higher level of productivity and successful outcomes. Every company and organization is forced to accomplish more with less in this global business environment. Effective managers are a key ingredient for increased profitability and growth for organizations.

## THE PROCESS

The Management Development process is designed to help managers develop the skills needed to do more with less and be able to aggressively accomplish organizational and personal goals and objectives. As a result of this process, managers understand why and how they can be essential to achieving the organization's goals. This process makes management development not only possible, but eminently profitable.

## CRITICAL ISSUES

- Manager as a Leader
- Criteria for Goal Setting
- Order of Values
- Solutions and Action Steps
- Confidence
- Attitude Motivation
- Transactional Analysis
- Active Listening
- Timing and Decisions
- Management Communications
- Dealing with Negative Behavior
- Making the Most of Your Time
- Subordinate Development
- Creating a Problem Solving Environment
- Managing Through Goal Setting

## MEASURABLE RESULTS

- Cohesive, Energized Teams
- Reduced Turnover
- Improved Organizational Profits
- Developed and Sustained Corporate Values
- Professional Expectations Accomplished
- Increased Market Share
- Increased Productivity
- Development of Positive Attitudes
- Visualization of Goals, Purpose, and Vision

## THE FORMULA FOR SUCCESS

**ASK + GOALS = PBC → IR [O<sub>P</sub>]**

ATTITUDE  
SKILLS  
KNOWLEDGE

POSITIVE IMPROVED  
BEHAVIOR RESULTS  
CHANGE

***“Effective managers are a key ingredient for increased profitability and growth for organizations.”***

**Time-Masters**

1149 Dolphin Plaza  
Hwy 315 Wilkes-Barre Pa. 18702  
570-208-1170  
[www.timemastersnepa.com](http://www.timemastersnepa.com)