

Getting on With Your REAL Job



COURSE OUTLINE

Overview

Managers and supervisors often feel overwhelmed by the constancy of daily activity in their role and their inability to get on top of the operational issues and work on their real job. This course is designed to equip managers and supervisors with the tools and strategies to start to manage their work and focus on meaningful outcomes linked to the goals of the organisation. This course will provide managers with a better understanding of their core roles, identify ways to avoid daily distractions, and help them get on with managing rather than doing. Participants are encouraged to explore the art of effective delegation as a valuable management tool and people manager.

Value Add

- Participants acquire the ability to regain control of their job and focus on meaningful outcomes.
- The program energizes participants to make real changes in their management approach.
- Reduced stress for managers and supervisors and increased motivation for their employees.
- Identify and manage the time stealers which distract you from your core roles.
- Gives managers the ability to achieve more through effective use of their teams.

Learning Outcomes

1. Knowledge of time management strategies and ability to apply these strategies.
2. Understand your role in your organisation based on organisation stated goals, objectives and outcomes.
3. Ability to identify unnecessary distractions.
4. Ability to delegate effectively.
5. Ability to identify and celebrate success and achievement of milestones.

This course would be ideal for...

- Managers/supervisors who find that their real job outcomes have been diminished in daily distractions and operational issues.
- Managers/supervisors who want to adjust to managing team outcomes rather than being the 'doer'.
- Managers and supervisors who have difficulty delegating.

Contact Us

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SAMPLE PROGRAM

| Time | Topic | Participant Activity |
|-------|---|--|
| 9.00 | <ul style="list-style-type: none"> • Welcome <ul style="list-style-type: none"> ⇒ Introduction of presenters ⇒ Introduction of participants ⇒ Context of workshop • Key questions to be answered by the end of the workshop • Your Role in the Organisation <ul style="list-style-type: none"> ⇒ Objectives, goals and outcomes ⇒ Position Description Analysis | <ul style="list-style-type: none"> • Introduction activity • Participants to brainstorm key questions and outcomes • Participants to present an outline of position description and what is reality of current position. |
| 10.30 | Morning Tea | |
| 10.45 | <ul style="list-style-type: none"> • The Art of Effective Delegation and Human Resource Issues <ul style="list-style-type: none"> ⇒ Benefits of delegation ⇒ Steps to overcome your reluctance to delegate ⇒ Delegating <ul style="list-style-type: none"> ◆ Who? ◆ What? ◆ How? ◆ When? ⇒ Accountability and tracking | <ul style="list-style-type: none"> • Participants to share delegation experiences from both sides. • Brainstorm the benefits of effective delegation. • Apply 10 step plan to overcome delegation reluctance • Review and discuss Case Study 1. • Develop and personalise framework for delegation. |
| 12.30 | Lunch | |
| 1.15 | <ul style="list-style-type: none"> • The Art of Effective Delegation and Human Resource Issues (cont'd) <ul style="list-style-type: none"> ⇒ How to get others organised and save time ⇒ How to use delegation to develop staff ⇒ Proactive People Management ⇒ Communication ⇒ Think like a manager – not a 'do-er' ⇒ Avoiding delegation traps ⇒ Keeping the delegation ball rolling • Time Management Equals Self Management | <ul style="list-style-type: none"> • Workshop the process of goal setting and delegating project tasks. • Outcome focused management model activity. • Role play Case Study 2. • Discussion in groups on open door policy management. • Group review case study regarding people management and developing staff to take responsibility. • Time management and prioritisation strategies |
| 3.00 | Afternoon Tea | |
| 3.15 | <ul style="list-style-type: none"> • Put it into Practice <ul style="list-style-type: none"> ⇒ Identifying Successes ⇒ How can you be more successful? • Review of original questions and expectations | <ul style="list-style-type: none"> • Development of action plan for implementation on return to work. • Identification of success and continuous improvement |
| 5.00 | Finish | |