



VIOLAND'S

GUARANTEE

365-DAY

MANAGEMENT DEVELOPMENT PROGRAM

ONLINE CLASSES

WHY SHOULD YOUR MANAGER ATTEND?

There are two major fallacies with modern leadership and management perception. The first is that people will grow naturally into their position. The second is that leaders are born, not made. Both are wrong. Every decision has a cost, and it is reflected in performance, company morale, customer service, and profitability.

HOW DOES THIS BENEFIT YOUR BUSINESS?

Proper management is about understanding behaviors and being firm, fair, and consistent in applying them. This program develops managers who can produce measurable, bottom line results. This online program equips managers to exceed the goals of the organization.

ENABLE YOUR MANAGERS

- Produce measurable, bottom line results
- Make correct, informed decisions quicker
- Make more effective use of their time
- Build confidence in managing employees
- Become exceptional leaders
- Develop the ability to build and sustain trust
- Learn how to set and communicate expectations
- Manage for accountability and performance

RESERVE YOUR SPOT TODAY



PROGRAM SCHEDULE

CONTINUOUS ENROLLMENT

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MODULE 1: FOUNDATIONS OF MANAGEMENT

- **Time Management:** Learn how to stay on task and make the most out of your day.
- **Basic Supervisory Skills:** Understand the importance of the role of supervisors, focusing on their rights and responsibilities, including how to translate from worker to supervisor.
- **Leadership Essentials:** Learn how to be an effective leader by establishing good interpersonal work relationships and developing the ability to spark others.
- **Motivation in the Workplace:** Learn the basic motivation theories and concepts, and understand what really motivates employees.
- **Managing Positive Discipline:** Approach the disciplinary procedure from a positive, not negative, perspective to solve the problem and maintain the relationship.
- **Workplace Safety:** Examine the most fundamental requirements in order to ensure a safe and healthy workplace for all employees.

MODULE 3: ADVANCED MANAGEMENT

- **Building Trust:** Understand the business case for trust and the steps necessary to create it.
- **Advanced Leadership Essentials:** Work on challenging issues faced by leaders and how to influence others toward transformation leadership.
- **Effective Decision Making:** Identify your own personal approach to organizational decisions and ways to correct or improve on those skills to make the right business decisions in any given set of circumstances.

MODULE 2: INTERMEDIATE MANAGEMENT

- **Fundamentals of Effective Communication:** Investigate and discuss the concepts of communication necessary for building successful working relationships.
 - **Managing for Accountability:** Focus on leadership skills and enforce self-improvement in ALL employees.
 - **Resolving Conflict:** Differentiate between destructive and constructive conflict and cooperation including guidelines for resolving issues in today's workplace.
 - **Coaching for Success:** See coaching as a supervisory activity, and recognize that successful coaching involves guiding employee behavior toward desired results.
 - **The Power of Delegation:** Learn the components of effective delegation including the benefits and importance of developing your own strategy.
 - **Performance Management:** Explore the causation of people's behavior and how to conduct performance evaluations.
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- **Team Building Skills:** Learn how to identify and build high performing teams and manage them to clearly defined outcomes and goals.
 - **Creative Thinking:** Explore the importance of strategic and creative thinking for the 21st century supervisor and how to promote it in the workplace.
 - **Interviewing Skills:** Learn how to recognize the knowledge, skills, and abilities of a candidate to hire "A" players and retain them through proper management.

REGISTER TODAY
LIMITED SPACE AVAILABLE