



# management effectiveness

## Excellence in Management

Knowledge, technology and competition are increasing today at an ever intensifying rate. To survive and thrive in a fast-changing world, managers and organizations must out-team, out-think and out-perform their competitors--every single day. **Excellence in Management** provides the ideas, methods, strategies and techniques used by all highly effective managers, profitable businesses and world-class teams.

The manager's functions of planning, organizing, motivating and controlling are central to effective management. Planning involves setting goals and objectives for the organization. Once plans have been made, organizing becomes meaningful. This involves bringing together resources in the most effective way to accomplish the goals. Motivating plays a large part in determining the level of employee performance which influences how well the organizational goals are met. And controlling involves feedback of results and follow-up to compare actual accomplishments with plans and to make adjustments where needed.

Each manager learns specific, proven, practical ways to plan, organize, staff, manage, motivate and think better than ever before. Managers learn to get more done with fewer resources and how to function effectively in times of rapid change. Each session delivers a series of practical ideas that can be used immediately to get better results. Each session also includes specific, action-oriented recommendations that can be applied to every area of the organization to achieve best-in-class status.

### Program Topics

- Roles of Management
- Customer Values & Organizational Planning
- Communication Skills
- Effective Performance Appraisals
- Meeting Management Skills
- Recruiting and Selection Skills
- Problem Solving and Decision Making
- Motivation Principles
- Change Management
- Personal Leadership
- Dimensions of Leadership
- Entrepreneurial Leadership
- Managerial Excellence
- Leadership Style
- The Manager as Coach
- Delegation and Supervision Skills
- Negotiating Strategies and Tactics
- Managing Difficult People
- Creating a High Performance Organization
- Empowerment Strategies
- Time Management Principles
- Balance in Life
- Team Leadership Strategies
- Military Principles of Leadership

### For more information:

Contact Lewis Associates, Inc.  
at [lewisadvantage.com](http://lewisadvantage.com) or (708) 386-3377.



Lewis Associates, Inc.