

# Sample Program Outline

## Basic Management

	DAY ONE	DAY TWO	DAY THREE
AM	<b>Introduction</b> <ul style="list-style-type: none"> <li>* Course Objectives</li> <li>* The Importance of Thinking Like a Manager</li> <li>* Three Elements Involved in Leadership</li> <li>* Why Managers Fail</li> <li>* What Does it Take to be an Effective Manager</li> </ul>	<b>Transition from Employee to Manager – (continued)</b>  <b>Problems and Legal Issues</b> <ul style="list-style-type: none"> <li>* Analysis of On-the-Job Problems Facing Managers Today</li> <li>* Possible Solutions</li> </ul>	<b>Today's Changing Environment</b> <ul style="list-style-type: none"> <li>* Managers and Organizations Need to "Turnaround" Their Methods of Managing and Operating</li> </ul> <b>Putting It All Together</b> <ul style="list-style-type: none"> <li>* Turnaround: The Grindtown Plant</li> </ul> <b>Certificate Presentation</b>  <b>Program Close</b>
<b>Lunch</b>			
PM	<b>Transition from Employee to Manager</b> <ul style="list-style-type: none"> <li>* Keys to Career Survival and Success in Today's Organization</li> <li>* Why Organizations Fail</li> <li>* Challenges Facing Organizations</li> </ul>	<b>Conceptualizing the Key Functions of Management</b> <ul style="list-style-type: none"> <li>* Planning</li> <li>* Organizing</li> <li>* Staffing</li> <li>* Motivating</li> <li>* Controlling</li> </ul> <b>Developing and Building Teamwork</b> <ul style="list-style-type: none"> <li>* Initiating</li> <li>* Participating</li> <li>* Debating</li> <li>* Creating (Results)</li> </ul>	
Evening	<b>Reading and Exercise Assignment</b>  <b>Group Welcome Dinner</b>	<b>Reading Assignment</b>  Free Evening	

Please note: This is a sample schedule and is subject to change at any time. Thank you for your interest in our programs.