

MANAGEMENT TRAINING PLAN

OVERVIEW EXAMPLE

Sample Schedule for a Management Development Series:

Six 3.5-hour sessions, meeting from 8:30 – 12:00 or 1:00 – 4:30. Ideally, sessions are offered every 2-3 weeks, to allow time to reflect on the topics and put them into practice. This results in a series lasting from 3-4 months.

Session 1: Personality Type and the Management Role

- Assessments: *Myers-Briggs Type Indicator*

Session 2: Situational Management: From Orientation to Effective Delegation

- Assessments: *Situational Leadership/Perception of Self*

Session 3: Resolving Conflict and Delivering Positive and Negative Feedback

- Assessments: *Dealing with Conflict*

Session 4: Managing Yourself and Others in a World of Change

- Assessments: *Responding to Change*

Session 5: Understanding Authority, Influence, and Organizational Culture

Session 6: Moving Forward: Assessing Personal Effectiveness and Building an Ideal Culture

- Assessments: *Life Styles Inventory 1&2, Ideal Culture Inventory*