

Leadership/Management Training Series

Course Overview

Management is the process of designing and maintaining a work environment in which employees, working in groups, accomplish the goals of the organization with the least amount of time, resources and personal dissatisfaction. In other words, management is focused on increasing the productivity of an organization.

Productivity is based on creating an organization that is both effective and efficient. Being effective means the organization accomplishes its objectives, while being efficient means that the organization achieves the results with the least amount of consumed resources.

There are many different methods to increase productivity, but Peter F. Drucker summarized it by stating: "The greatest opportunity for increasing productivity is surely to be found in knowledge, work itself, and especially in management."

This course focuses on the major functions of management. These functions are considered the management process and include:

- Leading
- Planning
- Organizing
- Controlling
- Staffing

Learning Objectives

This course covers the basic skills required of a manager to effectively execute the various functions. A planning tool is included at the close of the seminar for participants to assess their management skills and to develop a plan for improving these skills. At the conclusion of the course, participants will be able to:

- Demonstrate the basic leadership skills required of a manager
- Coordinate the activities of employees, work groups and committees
- Identify leadership responsibilities
- Plan departmental goals and assist employees in goal planning
- Organize jobs to improve operational performance
- Develop plans for improving their operations
- Properly utilize information for planning and controlling operations
- Utilize proper budgeting as a control device
- Standardize work to improve operational control
- Identify future staffing requirements and develop plans for meeting these requirements
- Develop a plan for improving basic management skills



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Course Outline

Introduction

- Overview of the seminar
- Learning objectives
- Sequence of the seminar

Management Foundations

- Introduction
- Leading
- Planning
- Organizing
- Controlling
- Staffing
- Skill practice

Summary and Close

- Follow-up planning
- Management skills development plan
- Management skills assessment