

Efficiency and Effectiveness For Managers

Aim To enable Managers to achieve more and save time

Objectives By the end of this two-day workshop, Managers will be able to:

1. Evaluate their own ability to manage efficiently and effectively
2. Describe the key principles of Kaizen and Lean Thinking
3. Explain what is required to delegate and empower effectively
4. Describe the hallmarks of level-five leadership
5. Explain how to set and utilise Key Performance Indicators and SMART targets
6. Produce a personal development plan

Format

This workshop explores these substantial themes using a blend of theories, case studies and participative exercises

Day One

- Participative exercise exploring the principles of efficiency
- How to bring vision alive in people's hearts and minds
- Understanding the value of continuous business improvement
- The principles of Kaizen
- Lean thinking
- Total quality management
- How to move from good to great
- The value of effective Key Performance Indicators and SMART targets

Day Two

- An interactive consolidation of day one
- The problem solving cycle
- Understanding the business climate and its effect on employee engagement
- Utilising the full range of management styles correctly
- How to prioritise and manage our use of time more effectively
- Delegating and empowering
- Managers will complete their personal action plans

