

Soft Skills: Middle Manager

Program Overview

Traditionally, middle managers make up the largest managerial layer in an organization. The Middle Manager is responsible to those above them and those below them. They head a variety of departments and projects. In order for a company to operate smoothly, it is essential that those in middle management be committed to the goals of the organization and understand how to effectively execute these goals.

It is crucial for businesses to focus on these essential managers and provide them with the opportunities to succeed. No matter the organization's structure or size, it will benefit from employing well-trained middle managers.

Program outline

<p>Module One: Getting Started Icebreaker Ground rules The parking lot Workshop objectives Action plans and evaluation forms</p> <p>Module Two: Introduction to Management What is Management? What Do Managers Do? What Does It Take to Be a Manager? Why Does Management Matter?</p> <p>Module Three: Ethics and Social Responsibility What is Ethical Workplace Behavior? What is Unethical Workplace Behavior? How to Make Ethical Decisions What is Social Responsibility?</p> <p>Module Four: Managing Information Why Information Matters Strategic Importance of Information Characteristics and Costs of Useful Information Getting and Sharing Information</p>	<p>Module Five: Decision-Making What is Rational Decision-Making? Steps to Rational Decision-Making Limits to Rational Decision-Making Improving Decision-Making</p> <p>Module Six: Control Basics of Control The Control Process Is Control Necessary or Possible? How and What to Control Control Methods</p> <p>Module Seven: Organizational Strategy Basics of Organizational Strategy Sustainable Competitive Advantage Strategy-Making Process Corporate, Industry, Firm Level Strategies</p> <p>Module Eight: Innovation and Change Organizational Innovation Why Innovation Matters Managing Innovation Organizational Change Why Change Occurs and Why it Matters Managing Change</p>	<p>Module Nine: Organizational Structures and Process Departmentalization Organizational Authority Job Design Designing Organizational Process</p> <p>Module Ten: Managing Teams The Good and the Bad of Using Teams Kinds of Teams Work Team Characteristics Enhancing Work Team Effectiveness</p> <p>Module Eleven: Motivation and Leadership Basics of Motivation Equity Theory Expectancy Theory What is Leadership? Situational Leadership Strategic Leadership</p> <p>Module Twelve: Wrapping Up Words from the Wise Review of Parking Lot Lessons Learned Completion of Action Plans and Evaluations</p>
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Benefits of the Program

The participants will be able to target their audience or buyers by writing more effective proposals. They will learn how to sell their products and services through their writing skills.

How can I take this course?

Since we want to make people's life much easier; this course is available online. There is no waiting time. Call us and take the course at the comfort of your home and at your own time. The workshops are arranged across major cities world-wide. For more information about updated course schedule on workshops and dates; keep regularly visiting the schedule update our site.

Costs to take this course

The costs associated with the course depend upon whether you would like to take online course or attend physical workshops. If you want to know about current course costs please give us a call or write at customercare@myuaeonlinetrainings.com or download the latest price list from <http://www.myuaeonlinetrainings.com/pricelist.pdf>

Time required for completing this course

You would be able to complete this course in 7 days to 3 months if you take this course online. It also depends upon how much time you spend on studying the course materials.

This can be a two full day workshop if you take this program as instructor led full day program.

MISP Advantage

- We completely understand training requirements as we have over years of training experience.
- This has helped us discover more advanced methodical and strategic plans to train people and achieve their goals.
- We have 360 degree view of the customer requirement and provide effective solutions.
- We understand our clients and thus have compiled and consolidated all trainings to suit their requirements in more realistic approach.
- Our online system allows you to review and grade your progress, combined by telephonic Consultation, face to face meetings and weekly workshops.
- With our online system; people do not need to waste their precious time and they can access our training program round the clock 24x7.
- Our objective and goal is to see our clients achieve the desired goals and progress. We commit to extend all support to achieve the collective goals.
- You can reach our helpdesk and an education advisor will call to resolve your query.
- We track you throughout the process until we see you certified.

Mission Statement

MISP Trainings we are focused by relentless efforts on our seven core fundamentals. We constantly work to implement the critical initiatives required to meet our vision what we strive to achieve every day. During this journey, we deliver operational excellence, exceed our commitments and keep every client on 360 degree satisfaction level. We strive to be the best for our customers, employees, shareholders and all those who are associated with us.

Vision Statement

MISP Trainings aligns people and organizations towards their goals - whether in business, education, Innovation, research, individual growth, overall organization development; it is enabling individuals and organizations to achieve their goals. We translate advanced thought processes into values for our customers through our world class solutions, services and consulting businesses globally.