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HOW-TO VIDEO!

Everything You Always Wanted to Know About Management

The opportunity to improve the productivity of your employees and your organization

How-To Training Points

- How to organize priorities
- How to use the six steps of delegation
- How to empower employees to make their own decisions
- How to plan communication with employees
- How to help employees understand the importance of their job
- How to manage and motivate difficult employees
- How to be specific and candid when giving performance feedback
- How to show concern by listening and asking questions

For Your Programs On

Management Training, Motivation, Communication, Leadership, Career Development

Achieving organizational goals and building a productive team of employees are top priorities for today's managers. Fortunately, these challenges are confronted head-on in ***Everything You Always Wanted to Know About Management***. This video-based course is designed to equip your managers with the essential knowledge they need to get the results that your organization requires them to achieve.

Trendy management techniques have come and gone. But the specific approaches in ***Everything You Always Wanted to Know About Management*** can work for your managers in all types of situations, and are

considered virtually timeless. They provide powerful insights and ideas that can enlighten even the most experienced manager.

Synopsis

Diane feels confident that her new management position will be extremely easy because she is well liked by everyone in her department. However, Diane quickly learns that management isn't as easy as she envisioned. Employees are late coming to work and returning from lunch. They continue to make mistakes on their projects, and one employee spends too much time making personal phone calls. Frustrated, Diane seeks guidance from other managers on how to improve her managerial skills. Diane uses her newly acquired skills to help others motivate themselves by listening and asking questions, using the six steps for delegating, allowing employees to make decisions, and correcting performances by referring to facts.

Training Package Includes

- Training Leader's Guide and a copy of the Self-Study Book *Taking the Step Up to Supervisor and Developing Charlie*.

Length: 25 Minutes

Preview	\$40 each
5-Day Rental	\$140 each
30-Day Rental	\$295 each
Lease/Purchase	\$595 each

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