

Middle Manager Workshop

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 understands 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. Having a middle manager understand their role in the organization is very important. They are in communication with a very large percentage of the company, and will have a large impact throughout the organization.

Workshop Objectives:

- Define management.
- Understand ethics in the workplace.
- Manage information and make decisions.
- Be familiar with the control process.
- Use organizational strategies to facilitate change.
- Create structures and processes to manage teams.
- Manage as a leader.



For more information or to reserve your spot in this workshop, please contact:

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CLASS CONTENT

Session One: Getting Started

Workshop Objectives
Pre-Assignment Review

Session Two: Introduction to Management

What is Management?
What Do Managers Do?
What Does It Take to Be a Manager?
Why Does Management Matter?

Session Three: Ethics and Social Responsibility

What is Ethical Workplace Behavior?
What is Unethical Workplace Behavior?
How to Make Ethical Decisions
What is Social Responsibility?

Session Four: Managing Information

Why Information Matters
Strategic Importance of Information
Characteristics and Costs of Useful Information
Getting and Sharing Information

Session Five: Decision-Making

What is Rational Decision-Making?
Steps to Rational Decision-Making
Limits to Rational Decision-Making
Improving Decision-Making

Session Six: Control

Basics of Control
The Control Process
Is Control Necessary or Possible?
How and What to Control
Control Methods

Session Seven: Organizational Strategy

Basics of Organizational Strategy
Sustainable Competitive Advantage
Strategy-Making Process
Corporate, Industry, Firm Level Strategies

Session Eight: Innovation and Change

Organizational Innovation
Why Innovation Matters
Managing Innovation
Organizational Change
Why Change Occurs and Why it Matters
Managing Change

Session Nine: Organizational Structures and Process

Departmentalization
Organizational Authority
Job Design
Designing Organizational Process

Session Ten: Managing Teams

The Good and the Bad of Using Teams
Kinds of Teams
Work Team Characteristics
Enhancing Work Team Effectiveness
Steps:

Session Eleven: Motivation and Leadership

Basics of Motivation
Equity Theory
Expectancy Theory
What is Leadership?
Situational Leadership
Strategic Leadership

Session Twelve: Wrapping Up

Words from the Wise

