

## MANAGEMENT TRAINING PLAN

### OVERVIEW EXAMPLE

#### **Sample Schedule for a Management Development Series:**

Six 3.5-hour sessions, meeting from 8:30 – 12:00 or 1:00 – 4:30. Ideally, sessions are offered every 2-3 weeks, to allow time to reflect on the topics and put them into practice. This results in a series lasting from 3-4 months.

#### **Session 1: Personality Type and the Management Role**

- Assessments: *Myers-Briggs Type Indicator*

#### **Session 2: Situational Management: From Orientation to Effective Delegation**

- Assessments: *Situational Leadership/Perception of Self*

#### **Session 3: Resolving Conflict and Delivering Positive and Negative Feedback**

- Assessments: *Dealing with Conflict*

#### **Session 4: Managing Yourself and Others in a World of Change**

- Assessments: *Responding to Change*

#### **Session 5: Understanding Authority, Influence, and Organizational Culture**

#### **Session 6: Moving Forward: Assessing Personal Effectiveness and Building an Ideal Culture**

- Assessments: *Life Styles Inventory 1&2, Ideal Culture Inventory*