



## "The Vantage Manager" workshop on managerial effectiveness

Changing business dynamics, competition and the imperative of organisations to grow faster, requires that they are supported by more effective managers. Effectiveness of managers can be enhanced through exposure and training on certain key aspects. Apart from facilitating enhancement of managerial effectiveness, this programme will also benefit the participants immensely in enhancing personal effectiveness.

### Programme content

- ✓ **Principles and values** : Introspect on the need for principles & values

What are principles and values? Are they relevant in today's world? The session will cover the importance of principles and values in achieving sustained effectiveness, in both, work and personal life.

- ✓ **Communication** : Understand essentials of good communication

Right communication is very critical for being an effective manager. How does one communicate right? This session will cover the purpose of communication, the communication process, barriers to communication, the importance of listening and empathy.

- ✓ **Personal effectiveness** : Enhance personal effectiveness & efficiency

The concepts of efficiency and effectiveness; and improving personal effectiveness through better time management, office efficiency, delegation, skills improvement would be the focus of this session. Ways of dealing with procrastination would also be discussed.

- ✓ **Team building** : Appreciate team work & team building

The focus will be on importance of team play in achievement of company's objectives and how "1 + 1 > 3". Participants would be familiarised with nuances of being team players, team building skills, the dangers of working in functional silos.



✓ **Leadership skills** : Discuss leadership concepts

The session will discuss - Who is a leader? Is a leader born or made? Is everyone a leader? What are the qualities of a good leader?

✓ **Work life balance** : Learn the balance between work & outside

The session will discuss the importance of a work -life balance and its imperative for being effective

For the programme to be effective, the participant strength should be between 18 to 25.

The "Vantage Manager" is a two day programme.