



Management basics

Duration	Topic	Activity	Social Setting	Used media
60 min	Methodological procedure - how to prepare your own internal methodological guide/procedure... examples	<p>Theory input:</p> <ul style="list-style-type: none">• Define the process• Process objectives• Process interfaces• Ownership of processes• Process customer• Inputs and outputs• Controllers <p>Methodological Guide:</p> <ol style="list-style-type: none">1. Legislation2. Role of the methodological directive3. Principles for creating and adjusting guidelines4. Names and numbering of the directive5. The requirements of the methodological directive5.1 Title of the Methodological Guideline <p>Introductory provisions of the methodological directive</p> <p>Final provisions</p> <ol style="list-style-type: none">5.2 Five methodological guidelines5.3. Content of the Methodological Guide6. Mistakes committed by the organizational unit when compiling methodological guidelines7. Recommendations <p>Guidelines for self-employed person</p>	Plenary session	<p>PPT slides “PPT_Management Basics”</p> <p>Document “Worksheet_Management Basics_Guidelines”</p> <p>Documents “Worksheet_Management Basics_Examples of Structure 1-4”</p> <p>See Appendix 1</p>



30 min	SMART Goals	<p>Management by Objectives Questions:</p> <p>„ Presentation by participants and discussion (e.g. on marketing goals)</p> <p>Cycle of MBO:</p> <ul style="list-style-type: none"> • an overview of the organization's goals • setting targets for individual employees • process monitoring • performance evaluation • award successful • the MBO process starts again <p>Specific</p> <ul style="list-style-type: none"> • Well defined • Clear to anyone that has a basic knowledge of the project <p>Measurable</p> <ul style="list-style-type: none"> • Know if the goal is obtainable and how far away completion is • Find out when you have achieved your goal <p>Agreed Upon</p> <ul style="list-style-type: none"> • Agreement with all the stakeholders what the goals should be <p>Realistic</p> <ul style="list-style-type: none"> • Within the availability of resources, knowledge and time <p>Time-Based</p> <ul style="list-style-type: none"> • Enough time to achieve the goal • Not too much time, which can affect project performance 	Plenary session	<p>PPT slides “PPT_Management Basics”</p> <p>PPT slides “PPT_Management Basics_Objectives”</p> <p>Document “Worksheet_Management Basics_Documentation”</p> <p>See Appendix 2</p>
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60 min	Time Managements	<p>Priority – Time management</p> <p>Questions:</p> <ul style="list-style-type: none"> • „What are my priorities? “ • „What are priorities of my job? “ • "What time is it?" • "Who is the master of time?" • "How do we control time?" <p>Presentation by participants and discussion (e.g. on priorities and possibilities to reach optimal performance)</p>	Plenary session	<p>PPT slides “PPT_Management Basics”</p> <p>PPT_slides “PPT_Management Basics_Time”</p> <p>Document “Worksheet_Management Basics_Time”</p> <p>See Appendix 3</p>
60 min	Overview on Management Basics	<p>Theory input: Budgeting, acquisition and sustainability of necessary organizational, actively participate in the determination of which human and financial resources will be needed in the future (e.g. financial planning, controlling, working-time management);</p> <ul style="list-style-type: none"> • 3 laws of business • Manager functions and firm’s strategy • Definition of mission and vision • Identification of the company mission (Why we are here) • Strategic planning • Plan and steps • S.W.O.T. analysis and matrix • Strategic Alternatives • Portfolio model • The basics of the budget 	<p>Plenary session</p> <p>Individual work</p>	<p>PPT slides “PPT_Management Basics”</p> <p>PPT slides “PPT_Management Basics_Budget”</p> <p>See Appendix 4</p>



Appendix

1. Methodological procedure - how to prepare your own internal methodological guide/procedure...

AIMS:

- How to define the process
- What are objectives of methodological guideline
- How to set-up process interfaces
- How to lead inputs and outputs
- How use process controllers

FORMS:

- Theory and explanation - interpretation
- Internal methodological guide - practical demonstration
- Preparations to make own guide - plenary work
- Custom analysis of own guide - individual work
- Feedback - group work

TIME: 1 hour

MATERIALS: Document “Worksheet_Management Basics_Guidelines”, Flipchart, Paper sheets, Pens

STAGES:

- Together with the plenary we will talk about the concrete practical experience with the development
- of methodological guidelines
- Presentation of the process model of guidelines creation and requirements for their content
- Small group brainstorming about specifics of methodological guide.

SUMMARY: The methodological guidelines set out rules for the processing of processes, including a description of the organization, terms, responsibilities, responsibilities and powers in the individual work activities and relationships. The Methodology Directive should be part of the organization's routine activities and should be managed by individual consultants in each job position.



2. Management by Objectives

SOURCE: Drucker, P., The Practice of Management, Harper, New York, 1954; Heinemann, London, 1955; revised edn, Butterworth-Heinemann, 2007; Drucker, Peter, "Management Tasks, Responsibilities, Practices", Harper & Row, 1973

AIMS:

- Understanding the importance of Management By Objectives
- By able to make better overview of organizational objectives
- How to set targets for individual employees
- How to lead process monitoring
- What is performance evaluation
- How to award successful ones
- The MBO process starts again

FORMS:

- Theory and explanation - interpretation
- Practice MBO Quiz - individual work
- Preparations to SMART goals - plenary work
- Custom analysis of SMART - individual work
- Feedback - group work

TIME: 1 hour

MATERIALS: Presentation "PPT_Management Basics_Objectives", Flipchart, Paper sheets, Pens

STAGES:

- Together with the plenary we will define the terms of management by objectives and emphasize the importance of the S.M.A.R.T goals.
- Simple exercise to set objectives of quality by regional conditions.
- Discussion

SUMMARY: The principle of MBO is for employees to have a clear understanding of their roles and the responsibilities expected of them, so they can understand how their activities relate to the achievement of the organization's goals. MBO also places importance on fulfilling the personal goals of each employee.



1. Proponents argue that benefits of MBO include:
2. Motivation – Involving employees in the whole process of goal setting and increasing employee empowerment. This increases employee job satisfaction and commitment.
3. Better communication and coordination – Frequent reviews and interactions between superiors and subordinates help to maintain harmonious relationships within the organization and also to solve problems.
4. Clarity of goals.
5. Subordinates tend to have a higher commitment to objectives they set for themselves than those imposed on them by another person.
6. Managers can ensure that objectives of the subordinates are linked to the organization's objectives.
7. Common goal for whole organization means it is a unifying, directive principle of management.

3. Priority and Time management - how to manage performance and time

SOURCE: Time management - How to better plan and manage your time, Jörg Knoblauch and Holger Wöltje, 2005, Organizing from the Inside Out, Julie Morgenstern. Henry Holt and Company, LLC, New York. 1998., The Time Trap, Alec MacKenzie. Amacom, New York, 1972. (Still a classic.), The 7 Habits of Highly Effective People, Stephen R. Covey. Fireside, 1989.

AIMS:

- Understanding the importance of setting priorities - urgency and importance
- Be able to manage your time and effectively plan your work.
- Know your personal "jargon" of time
- Learn to plan well
- Know your own priorities of activities
- Change your habits

FORMS:

- Theory and explanation - interpretation
- Time Management Quiz - individual work
- Preparations to increase productivity - plenary work
- Custom analysis of time usage - individual work
- Feedback - group work



TIME: 1 hour

MATERIALS: Presentation “PPT_Management Basics_Time”, document “Worksheet_Management Basics_Time”, Flipchart, Paper sheets, Pens

STAGES:

- Together with the plenary we will define the terms of time management and emphasize the importance of prioritizing the achievement of performance.
- Simple exercise to set priorities - ABC techniques. We will set 10 daily activities + manager goals and participants will need to propose their ranking according to the urgency and importance.
- Let's explain how to complete the quiz about time usage and day scheduling. We answer any questions and leave 10 minutes to complete the quiz.
- Daily time log - we review this technique with an individual time usage evaluation in one specific week. Finally, we will divide into pairs - triplets and discuss the results of the Daily Time log.
- Small group brainstorming about time thieves from participants' experiences.

4. Management Basics

SOURCE: Henderson, Bruce. "The Product Portfolio". Retrieved 3 April 2013.

AIMS:

- 3 laws of business
- Manager functions and firm's strategy
- Definition of mission and vision
- Identification of the company mission (Why we are here)
- Strategic planning
- Plan and steps
- S.W.O.T. analysis and matrix
- Strategic Alternatives
- Portfolio model
- The basics of the budget

FORMS:

- Theory and explanation - interpretation



- Company mission - individual work
- S.W.O.T. matrix - plenary work
- Custom SWOT analysis - individual work
- Feedback - group work

TIME: 1 hour

MATERIALS: Presentation “PPT_Management Basics”, Flipchart, Paper sheets, Pens