

„Productivity management training for foremen, leaders, masters - training for managers at the lowest level”

Course description:

The training helps to master the art of management, it teaches and practices all its elements: setting the goals, planning, assigning the tasks, control – as a comparison of performance with an aim with a focus to find the differences – and preparing and implementing corrective measures in response to these detected differences. **Training/workshop demonstrates and teaches how to achieve productivity of workers’ activities and effectiveness of our own actions.** Workshops are conducted according to the latest techniques for teaching adults. The advantage of this course is its very dynamic process and a thoughtful selection of exercises, so that we get high efficiency to influence on changes in participants’ behavior.

Acquired skills:

- The foreman can use a management structure: aim - plan - tasks assigning - control
- The foreman can analyze the work process and divide it into individual work tasks. He recognizes wasted time and finds its causes. He plans and implements corrective actions to eliminate the causes of loss.
- The foreman knows how to create SMART goals for employees and for himself. He understands the process of changing long-term goals into short-term goals. He can create goals for individual activities of work.
- The foreman communicates effectively with his employees.
- The foreman understands the reasons for misunderstandings, he does not avoid difficult issues, he is assertive in communication – he knows how to communicate without arousing aggression and at the same time he is able to achieve the objectives.
- The foreman knows how to compare the performance with the goal. He can identify the cause (lack of motivation or skills) responsible for the difference. He knows ways of motivation.
- The foreman knows how to confront with his employees assertively especially those who do not carry out the tasks. He is able to conduct conversations in response to various difficult situations.

Training program:

1. What is management

Management steps are related!

What is efficiency?

Management of others analogously to self-management.

2. Management as a system – a guarantee to eliminate wasted time, working with reduced effort and better effects

Discovering the order as the main condition for the success of the team – the efficient use of time and effort of the team members. Discovering of the phenomenon of team efficiency by eliminating wasted time. Explicit and implicit losses.

3. Creating a goal – the main management tool

Creating SMART objectives.

The hierarchy of objectives.

Dividing the main objectives and long-term goals into instrumental objectives and coming until the point of reaching the goals of the activities.

How does the goal motivate us?

4. Assigning the tasks – communication

Assigning tasks is a form of communication!

Effective/assertive communication:

verbal/non-verbal,

closed/open questions,

active listening, paraphrasing, reflecting,

messages such as \ "you \" and \ "I \".

5. Control – comparing performance with the aim, detecting the difference and finding its cause

The reasons responsible for the differences between the performance and the goal.

Lack of skills or lack in motivation as the reasons of differences.

What is motivation? Punishment and reward in motivation. Cognitive style, what motivates and whom?

6. Corrective actions in response to differences

Confrontation – a procedure of contracted tasks enforcement in the situation when employees do not perform these tasks.

Different attitudes of subordinates, behavior, emotions. How to deal with them assertively.

Methodology:

During the training we use the following training methods:

- Power Point mini lecture
- team games and group exercises
- open discussion
- role plays
- working with the video camera and analysis of the obtained information
- mini training films

Organizational information:

Number of training hours: 12 hours / 2days

Time of training 9:15-15:15

Place of training: Łódź, Piotrkowska 125 – KM Studio - trainings