

Managing for Non-Managers

Course Summary

Description

Learn the secrets of achieving organizational goals through motivating others and maximizing a team's skills and potential without having direct authority. Participants in this course learn how to set and achieve organizational goals while maximizing team effectiveness through influencing and inspiring others; together with how to make the most of opportunities for collaboration, and how to manage conflict effectively.

Note: This course is most effective when delivered using the Everything DiSC Workplace self-assessment as the framework for connecting the course objectives with the course content discussions. The Everything DiSC Workplace self-assessment is completed online prior to attending the class to maximize in-class time, and debriefed as part of the "Understanding your own management style" topic covered at the beginning for the day.

Objectives

At the end of this course, students will be able to:

- Lead others without formal authority,
- Influence and inspire others,
- Define operational goals and objectives,
- Hold others accountable, through giving effective performance feedback relative to goals and objectives,
- Measure progress towards operational objectives in a way that maximizes team effectiveness and motivation,
- Maximize team effectiveness in achieving the task,
- Maximize cooperation and manage conflict effectively.

Topics

- Understanding your own management style preferences and objectives using the well accepted Everything DiSC Four-Quadrant Behavioral Model
- Motivating and working through and with others – influencing and inspiring others for maximum results
- Accountability & Performance Feedback – creating performance goals and giving performance feedback to encourage accountability, maximize team effectiveness, and overcome barriers to achieve higher levels of performance
- Managing conflict

Audience

This course is ideal for anyone who needs to manage or lead others without authority, or without a formal reporting structure.

Prerequisites

There are no prerequisites for this course.

Duration

One day