



Effective Management Development

by Paul J. Meyer

***“Producing measurable results for
business and industry since 1966.”***

EFFECTIVE MANAGEMENT DEVELOPMENT

Manage your way to success!

<p><i>ONE: Becoming an Effective Manager</i></p> <p>What is a Manager? Building on the Base of Success for Continuous Improvement Mission Statements and Your Management Success Skills and Qualities of an Effective Manager Assuming Leadership Responsibility Benefits of Developing Management Expertise</p>	<p><i>SIX: Balancing Authority and Power Productively</i></p> <p>Sources of Authority and Power Activating Your Resources Developing a Team by Sharing Power A Positive Approach to Discipline A Value-Centered Approach to Management</p>
<p><i>TWO: Achieving Success Through Goal Setting</i></p> <p>The Force of Goal Setting Committing Yourself to Your Dreams Written Plans The Power of Priorities Making Workable Plans Managing by Goals Integrating Personal and Business Goals</p>	<p><i>SEVEN: Improving Communication Skills</i></p> <p>Communication - The Human Connection Plan Your Message Communicating Verbally Listening for the Total Message Written Communication The Power of Persuasion</p>
<p><i>THREE: Getting Results Through Time Management</i></p> <p>Gaining the Winning Edge Maximizing Your Time Managing the Priorities of Others Developing Organizational Skills Advantages of Time Management</p>	<p><i>EIGHT: Coping Constructively with Change and Stress</i></p> <p>Viewing Change as Opportunity for Learning and Advancement Making Stress Work for You Determining Priorities Preventing Burnout Staying Informed Keeping Your Perspective</p>
<p><i>FOUR: Maximizing Personal Productivity</i></p> <p>The Relationship Between Self-Image and Success Affirming Your Success The Benefits of Understanding Yourself and Others Behavior is Caused Getting Rid of Negative Attitudes Motivation Through Recognition Choosing Courage!</p>	<p><i>NINE: Developing a Dynamic Decision-Making Strategy</i></p> <p>Maximizing Results Through Effective Decision-Making Profile of a Creative Problem Solver Taking Calculated Risks Carrying Out Your Decisions Goals: Essentials for Success</p>
<p><i>FIVE: Empowering Other People</i></p> <p>Creating a Motivational Climate Keys to Increasing Productivity Managing for Quality Principles of Effective Training Resolving People Problems People - The Wellspring of Productivity</p>	<p><i>TEN: Commitment to the Management Challenge</i></p> <p>The Power of Effective Management Attracting and Keeping People Committed to Excellence Tactics for Avoiding Common Management Traps Enjoying the Rewards of Effective Management Development Planning a Dynamic Future</p>