



Australasian **Housing** Institute

Supporting housing professionals

Managing for Success

A two day experiential workshop for team-leaders, supervisors and managers

Overview

The aim of the two-day Managing for Success workshop is to examine the role of manager and explore key management skills. Participants are encouraged to reflect on strengths and weaknesses, practise management approaches and identify opportunities to maximise management effectiveness.

Content

- Management Beliefs
- The Leadership/Management Balance
- Balancing Task and People Oriented Leadership
- Managing the Important Things – Pareto’s Principle & The Time Management Matrix
- Critical Communication Areas
- Behavioural Styles
- Feedback as a Management Tool
- Decision Making Approaches
- Managing by Motivation
- Conflict Management Approaches
- Goal Setting

Learning outcomes

- ✓ Discuss beliefs regarding management and explode some myths about management
- ✓ Make a distinction between leadership and management and define personal strengths
- ✓ Undertake a comprehensive analysis of your behavioural approach to management
- ✓ Apply Pareto’s Principle to determine priorities for self and others
- ✓ Make a comprehensive analysis of your tasks and categorise them into four quadrants.
- ✓ Assess your communication in three critical areas
- ✓ Recognise and adapt to own and other’s behavioural styles
- ✓ Provide positive and constructive feedback to individuals and teams
- ✓ Apply decision making strategies to management decisions
- ✓ Identify what motivates you and others to work
- ✓ Mediate conflict between others
- ✓ Set goals to enhance own management effectiveness and team performance

Who should attend?

This workshop is aimed at team-leaders, supervisors and managers