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A Different Kind of Speaker  
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<b>Program Title</b>		<b>“Management Series” (Six Modules)</b>	
<b>Hours</b>	24 hours	<b>Presentation Format:</b>	Microsoft PowerPoint
<b>Course Description</b>		<p>This management package provides the skills needed to create a well functioning team centered on organizational abilities and goal achievement to potential and current supervisory staff.</p> <p>The objectives of each of the six, 4-hr. modules, concentrate on the specific skill sets that are necessary for quality leadership in any well functioning team.</p>	
<b>Coursework Modules 1 &amp; 2</b>		<p><b>1. Creating Vision and Leadership:</b>  Mission/vision statements and/or intent  Mission accountability: (my contributions, our mission, THE vision)  Communication through Transactional Analysis (parent, child, adult)  Goal setting through acknowledgement and example  Directing drama to data  Star-making  Desirability of self-incorporation  The 4 agreements that support leadership</p> <p><b>2. Communicating Management Expectations Through Accountability and Responsibility</b>  The difference between influence and power  The 3 levels of influence  The 4 types of power  The state of the office address  Accountability Components: people, process and outcome  Avoidance of the performance ceiling  Maslow’s hierarchy as it applies to self-accountability  Common council (a voice in the future)  Courteous Consideration (giving guidance when needed, not when easy)  Concede credit (sharing credit ensures further giving)  Level 5 Leadership: highly capable individual, contributing team member, competent manager, effective manager, executive level  Accountability and patience  The ultimate accountability grid: conceptual skills, HR skills, technical skills</p>	

## Coursework

### Modules 3 - 6

#### 3. Motivating Groups Into Teams

Teams vs. Groups: the differences and similarities

Stages of a team: forming, storming, norming and performing

Performing “mandates” for excellent outcomes

Developing the 5 mandatory skills of any well functioning team:

Preparation, Cooperation, Luck, Communication, Execution

The components of all well functioning teams:

Goal setting, strategy, teaming, leadership

The emotional roller coaster

Empowerment: illuminate, heal, guide, empower

Strengths, struggles, contributions

Rewards: Recognition, control, perfection, acceptance

#### 4. Diversity Advantages

Walls to screens - internal to external (cognitive dissonance)

Maslow with diversity

PIP model: packaging, innerds, profession

Equal playing fields

Personality types and Perception

“Meet on Common Ground”

#### 5. Leading Through Change

Dispelling the unfortunate myths of change

Change powers, and your role in establishing that power:

\$\$\$\$, information, muscle, exit

Pro-active vs. Re-active

The actual stages of change: endings, middles, beginnings, and celebrations

Safety during change, what you and they can do

Rituals

Options: stay the same, move across, move down, move out

Leadership during change: challenge, contribute, communicate, empower

#### 6. Participatory Management

Definition and goals of management

Assessment process:

SWOT: strengths, weaknesses, opportunities, threats

Standardizing procedural and behavioral norms

The elements of organizational capacity:

altruism, communication, confidence, information, intervention, trust, leadership, networking, skills,

Participation lifecycle:

infant, adolescent, young adult, established performer, disbandment

Participation and morale