

Typical Management Development Programme

Workshop		Agenda	Work Based Activity	Project
1	Roles and Responsibilities	Introduction to Programme		
		What is your role	↓	↓
		Role of the Manager		
		Communication Skills (Listening, Questioning)	Skills Development	Intro - Framework
		Presentation Skills - Basics		
2	Customers & Suppliers	Customer / Supplier Chains	Review - Skills Development	Agree specifications
		Networking	↓	↓
		Lean Basics		
		The Need for Plan-Do-Check-Act	Customers and Suppliers	Mapping the Project
3	Process of Continuous Improvement	Cost of Quality	Review - Customers and Suppliers	Checking Project Map
		Temple of Continuous Improvement	↓	↓
		5S Workplace Organisation		
		Understanding Flow (Business Sim)		
		Managing Data	Cost of Quality	Data Collection
4	Improving the Process	Data Analysis Tools	Review - Cost of Quality	Data Analysis
		Visual Management	↓	↓
		Data Presentation		
		The Need for Risk Assessment	Supporting Project Action Planning	Action Planning
5	Inventory and Resources Management	Introduction to Finance	Review - Project Action Planning	Check on Actions
		Introduction to Budgets	↓	↓
		Scheduling Exercise		
		Training needs Analysis		
		Time Management	Resource management improvement	Plan Next Actions
6	Managing Others	Planning and Managing Performance	Review - resource management	Check on Actions
		Appraisals	↓	↓
		Assertiveness		
		Conflict Management		
		Delegation		
		Motivation		
		Coaching and Mentoring		
		Leadership Case Studies	People Development	Plan Next Actions
7	Making an Impact	Review of Changes Introduced	Review - All Activities	Close off of actions
		Planning Self-Development	↓	↓
		Managing Change		
		Identification of Savings		
		Presentation Skills	Project Presentation Preparation	Follow-on Action Planning
8	Presentation	Completion of Presentation	Review - Outstanding Activities	Close off of actions
		Trial Run	↓	↓
		Presentation		
		Celebration of Achievement	Personal Development Plans	Next CI Focus Area(s)