

The Advanced Management Programme



The Advanced Management Programme is an intensive version of the licensed workshop from Education Systems + Design, Inc. that has strengthened the capacities of over 60,000 executives and managers.

Objectives

- ❖ Refresh your understanding of current management concepts and practices
- ❖ Maximise your contribution to the organisation's bottom line
- ❖ Enhance the value of your organisation's management team
- ❖ Reassess the way you work with people, enabling you to forge better relationships with executives, managers, staff members and peers
- ❖ Discover the qualities that make people respond most favourably
- ❖ Break through the barriers to effective communication
- ❖ Recognise and tap into your underused resources
- ❖ Learn now to develop more productive teams
- ❖ Be able to recognise and overcome unhelpful mindsets
- ❖ Applying these skills at work

Key Topics

Developing Vertical and Horizontal Communication Competencies

- Understanding the current practices in organisation management
- Understanding the four major, and eight supportive, communication approaches
- Measuring and reviewing collaborative team effectiveness
- Developing appropriate on-the-job improvement plans

Assessing your Practices in Planning for Organisational Improvement

- Understanding the methods of Purposeful, Traditional, Entrepreneurial and Crisis planning
- Examining your personal and organisational planning practices
- Assessing team effectiveness, and planning for improvement
- Analysing the process of Organisation Development

Systems Analysis of Organisational Processes and Procedures

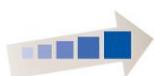
- Analysing an organisation's working systems and presenting recommendations
- Exploring the four planning orientations using the risk and system concepts
- Assessing an organisation using Organisation Development techniques
- Objective and unbiased output evaluation and improvement feedback

Applying the Concepts and Techniques to a Full Scale Diagnosis

- Implementing a rational total system analysis
- Measurement criteria to evaluate decisions and results
- Creating a fully documented set of recommendations
- Anticipating and preventing problems before they occur

Implementation Assessment and Planning

- Assessing your organisation's planning and communication practices
- Identifying the most significant improvement priorities
- Developing preliminary Organisation Development plans
- Preparing yourself and the organisation for change



We provide services in **Leadership & Management** and other areas of training and development.

How the programme works

1. Before the programme, you'll receive preparatory assignments, including readings, questionnaires and case studies. These materials, which require about 5 hours to complete, provide a comprehensive digest of contemporary techniques and practice, including human resources development concepts, planning strategies and general systems practices.

2. The programme includes measurement of individual and team performance in three major areas:

1. Interpersonal and team effectiveness
2. Planning abilities and proficiencies
3. Systems orientation and competencies

3. Communication and planning models, unique to the Advanced Management Programme and tested with thousands of managers, give you a basis for assessing your personal and organisational practices.

4. You'll experience applying what you're learning through:

- ✓ Team exercises with measurable results
- ✓ Realistic competitive challenges that produce improved problem-solving behaviour
- ✓ Behaviour rehearsals designed to stretch your capacities
- ✓ Direct experience in using competency-based performance feedback

A "Mini MBA" for the executive-level professional, with case studies and guidance on practical applications.



Who Should Attend

Middle- and upper-level executives in charge of subordinate managers and/or difficult technological changes.

Duration and Fee

3 full days, 9:00AM-6:00PM
 HK\$ 7,800 per participant

The course fee includes all programme materials.



Unique Features

- ✓ The Advanced Management Programme is a one-of-a-kind programme that integrates the development of leadership skills and management skills.
- ✓ It features Planning and Communication models, developed especially for this programme, which enables you to analyse your personal style, to clarify practices at work, and to define more effective approaches.
- ✓ It employs management tools that are unique to this programme, such as Means-Ends Analysis, the Decision Criteria Chart and the Planning Criteria Chart – to improve your problem-solving.

Feedback from Past Participants

"I consider the 'non-teaching' approach as the most unique feature of your programme. We learnt not by being taught but by actual doing."

President, Parsons Brinckerhoff Asia

"The course was challenging, comprehensive and informative and presented in such a logical manner which made participation and learning easy and enjoyable."

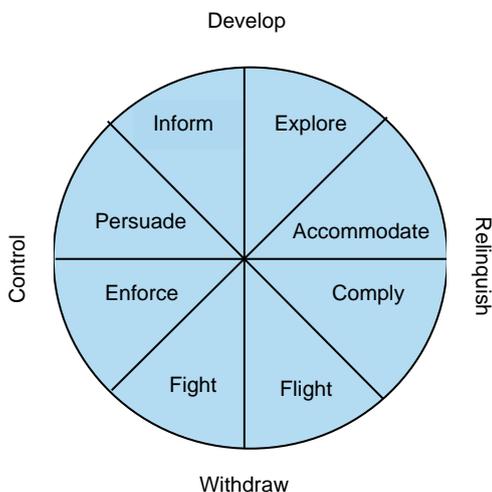
Managing Director, Connell Bros. Company

"I have been able to better understand myself and the people around me and subsequently formulate and implement organisational improvements."

General Manager, Haven Automation

A Model for Diagnosing and Improving Individual and Organisational Performance

Communication Skills



Organisational Planning

- I. Identify Critical Components
 - Areas of concern
- II. Current Functions
 - What is happening?
- III. Desired Functions
 - What do I want to happen?
- IV. Objectives
 - Why do I want it to happen?
- V. Structures Needed
 - How will I make it happen?

Planning Skills

