



# Management Development Program

(2-days)

“If your actions inspire others to dream more, learn more, dome and become more, you are a leader .”

~ John Quincy Adams

Facilitated by **Hardy Alexander**  
Executive & Sales Coach





# Program objectives

Facilitate a 2-day Management Development Program (MDP) workshop focusing on the three categories - 'Managing Self', 'Managing Others, and 'Managing Results'.

Participants will explore different elements under each category that contributes to the overall success of every team.

## DESIRED OUTCOME

Participants will develop both insights and a working knowledge of:

- Characteristics of a Role Model Manager
- Managing Self through Effective Communication; Prioritising & Time Management; Managing Emotions
- Managing Others through developing High Performing Teams; Flexing Management Styles, and Giving Feedback
- Managing Results through SMART Goal setting; Managing Change, and Managing Conflicts





# Broad session flow (2-day workshop)

## 1. ROLE MODEL

Establish a common ground for what great looks like as People Managers

- Reflecting on current strengths
- Group reflection on what characteristics define great people managers
- Self assessment and seeking ideas from peers for development recommendations

## 2. MANAGING SELF

Before leading others, it is important to lead yourself. Impactful communication, ability to prioritise activities, managing your own emotions is critical to success

- **Impactful Communication:** Recognise the role of Sender, Receiver and the Medium of communication
- **Prioritisation & Time Management:** Develop Quadrant II Thinking and be proactive
- **Managing Emotions:** Become aware of your 'Hot Buttons' and triggers.
- Clarify values and behaviour preferences



# Broad session flow (2-day workshop)

## 3. MANAGING OTHERS

As people managers, a key responsibility is to manage your team members. Your success is dependent on your team members success.

- Developing **High-Performance Teams**
- Flexing Management Styles for **effective delegation** of tasks
- **Giving feedback** for higher impact

## 4. MANAGING RESULTS

The ultimate success of the Manager is delivering on results.

- Setting and communicating **SMART Goals**
- Challenging status quo and **managing change**
- **Dealing with conflicts** at the workplace

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**THANK  
YOU**