



MANAGEMENT FUNDAMENTALS TRAINING

June 30 – July 1, 2011
Gaitte Hall, NATCCO



ABOUT THE PROGRAM

This program:

- is an excellent venue for you to assess, develop, and improve your leadership attitude, behavior and skills.
- will give you a better grip of the management function.
- will hone your competencies in planning, organizing, leading, and controlling
- will provide opportunity to reflect on your own leadership style and develop your leadership.

OVERVIEW

MANAGEMENT DEFINITION

Getting things done
through and with other people

LEADERSHIP VS MANAGEMENT

Leadership is more of an _____ function
designed to motivate a team or group

Management is more of a _____ function
designed to implement a task.

TWO ELEMENTS OF THE MANAGER'S JOB

Administrative work – refers to physical and mental work of:
Planning, Organizing, Leading and Controlling.

Technical Work – refers to the profession, trade or service in which a
manager is engaged in:

Example: Mining, Accounting, Training, and
Researching

"Any person in a leadership (Management) position secure best results through
and with other people by planning how the work is to be done, organizing the work
among the workers, leading people to do the work according to set standards and
controlling performance to ensure success".

PRINCIPLE OF MANAGEMENT RESULTS.