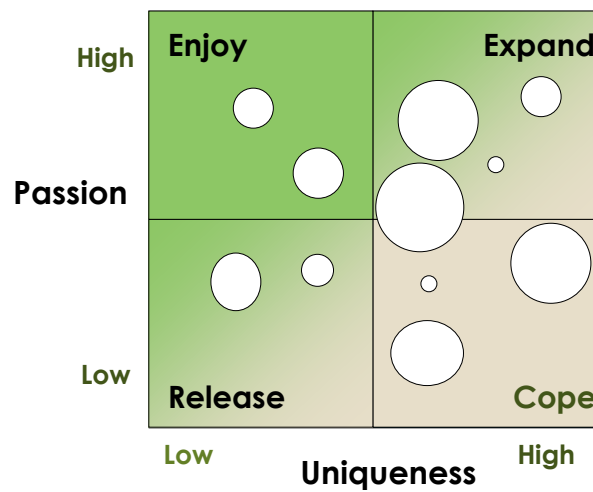


Management Essentials

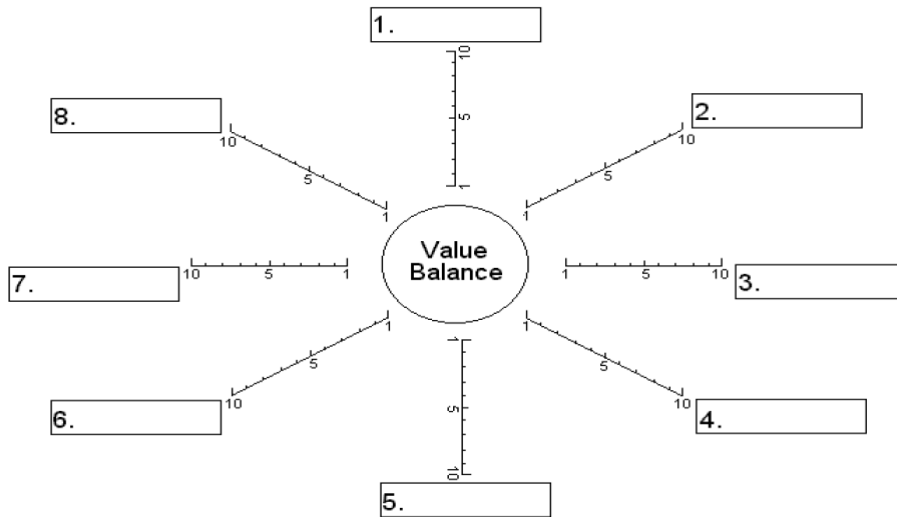
Career Development

Sample Slides

Job map



Values Balance



Personal Mission Statement *A Starting Point*



My mission is to bring *(values)*

By doing *(strengths)*

Create your team



Do the people on your board of directors know they are members?

Would the people you work with put you on their board?

Who isn't on your board who should be?

What makes these relationships successful?

Your organisation's culture



Planning

- The degree of risk that plans should contain
- Whether plans should be developed by individuals or teams
- The degree of environmental scanning in which management will engage

Leading

- The degree to which managers are concerned with increasing employee job satisfaction
- What leadership styles are appropriate
- Whether all disagreements—even constructive ones—should be eliminated

Becoming promotable



Set some goals

- What position do you want?
- What does it take to be considered for it?
- What training do you need?

List your achievements

- Develop a personal career portfolio - compile records of all work-related achievements, samples of exceptional work and letters of recognition,

Build relationships

- We need others to help us
- Learn about all the departments and their goals

Be proactive

- Use your performance review process as a time to ask your boss about your future
- Take on additional responsibility.

Think about your boss



What are your boss's major goals?

How do you help him or her achieve these goals?

What is your boss rewarded for?

What kinds of pressures is your boss under?

What part of his/her job does your boss like least?

What part of his/her job does your boss like most?

Opportunities inside your organisation *The value chain*



Opportunities outside your organisation *Your Environment*



Economic

- Inflation & interest rates
- Trade/ budget deficits / surpluses
- Personal/ business savings rate
- Gross domestic product

Socio-cultural

- Workforce diversity
- Quality of work life
- Environment concerns
- Work & career preferences
- Product & service preferences

Global

- Political events
- Critical global markets
- Newly industrialised countries