Process of Management

Technical Data

HP Education Services: Your Key to Higher Productivity

Course Overview

Improve leadership skills by using direct feedback and specific action planning based on the five steps of the Process of Management (POM). Learn the processes, skills, and behaviors that have made HP's exceptional managers so effective. Participants will receive feedback from their manager and their staff and will use this feedback to create specific action plans.

Course Features

- Establish a purpose and direction for projects.

- Build a shared vision of the future.

- Develop a set of agreed-upon values.

- Develop plans effectively and in a manner that creates shared responsibility.

- Lead a course of action that keeps people enthusiastically focused on implementing the plans.

- Evaluate and continuously improve work unit's output, process, and relationships.

- Develop and implement plans to improve management practices.

Specifications

Course Length
4 days

Audience
Management personnel

Prerequisites
None

Delivery Method
Classroom

Format
Course content is 40% lecture and 60% team work.

Classroom Training Benefits

Experienced HP Instructors
Learn from an HP instructor experienced in leading this highly interactive class.

Available at HP Classrooms
Take advantage of HP's learning facilities, equipment, and interactive learning environment by attending class at an HP facility.

Regularly Scheduled Classes
Plan training months in advance.

Extensive Hands-on Practice
HP classroom training is characterized by extensive hands-on experience and interactive class discussion. HP classroom training pays off immediately because it is geared to real-world solutions.

Comprehensive Student Materials
Copies of course materials are provided for future reference on the job.

Course Number: H8701C (scheduled)
H8701Y (dedicated)

Process of Management (H8701C)

Course Agenda

Overview
Examines the role of a manager and how it has changed over the years. Introduction to the overall Process of Management. Teams work together to experience the dynamics of leadership.

Module 1
Establish a Purpose and Direction:
Focuses on how to determine and formulate a clear purpose and direction for the work unit. Learn how to identify and meet customer needs and how to synthesize all the factors that influence participant's purpose.

Module 2
Build a Shared Vision:
A close look at the process of building shared values with a team. Teaches how to involve people in an inspiring vision so they commit to accomplishing the purpose and direction set with them.

Module 3
Develop Shared Plans:
Reviews the techniques of effective planning. Discusses the common elements of several planning processes such as Managing Business Objectives and Hoshin. Through a challenging case study, learn how to conduct planning on a *shared* basis so the success of the plan is everyone's responsibility.

Module 4
Lead the Course of Action:
Study and practice many communication and situational leadership techniques that keep people focused on achieving goals. Learn how to facilitate action, review progress, and support and develop people.

Module 5
Evaluate Results and Process:
Focuses on learning how to evaluate the results at the end of a project, and the process used to achieve them. Develop an improvement plan for outlining specific actions to take back on the job.

Ordering Information

To order Process of Management (H8701C) course in the U.S. call 1-800-HPCLASS (800-472-5277).

HP's Customer Registration Center can provide you with price, scheduling, and enrollment information, as well as provide information about a dedicated delivery or customizing a course for your specific needs.

Outside the U.S., contact your nearest local HP sales office.

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