

**Subject: Program for Senior Management Position**  
**6-day Module**

<b>Session</b>	<b>Topic</b>	<b>Course contents</b>	<b>Duration in Hours</b>
1.	<b>Concept of Management</b>	<b>Management an Overview Managerial Roles, function and Skills Modern Challenges for Managers</b>	<b>1 ½ Hour</b>
2.	<b>Planning and Decision –making Process Planning Process</b>	<b>Planning Process Management by objectives System Approach to management</b>	<b>1½ Hour</b>
3.	<b>Decision making</b>	<b>Management Decisions –making Steps in Decision –making Rational Decision -making</b>	<b>1½ Hour</b>
4.	<b>Creativity</b>	<b>Factors affecting creative decision -making</b>	<b>1½ Hour</b>
5.	<b>Organisation :Principle and configuration</b>	<b>What is an organisation Importance of Organising Bureaucracy and open system</b>	<b>1½ Hour</b>
6.	<b>Organisation Structure and Design</b>	<b>Steps in organisation Structure Benefits of a good organisation Mechanistic and organic structure</b>	<b>1½ Hour</b>
7.	<b>Centralisation and Decentralisation</b>	<b>Centralisation Vs Decentralisation Staff and Online function Span of control</b>	<b>1½ Hour</b>
8.	<b>Formal and Informal organisation</b>	<b>Formal and informal organisation Division Of labour Departmentalisation</b>	<b>1½ Hour</b>
9.	<b>Coordination : Motivation</b>	<b>Work Motivation Maslow and ERG Theory of motivation Expecting Model Motivation of employees at all Levels</b>	<b>1½ Hour</b>
10.	<b>Communication</b>	<b>Concepts and Principles of Communication Interpersonal Communications Communication Skills Barriers Of communication Body language communication</b>	<b>1½ Hour</b>
11.	<b>Leadership</b>	<b>Leadership: an Overview Leadership Styles : Theory X and Y Personal Characteristics of leaders</b>	
12.	<b>Leadership Examples</b>	<b>Case Studies Video Presentations Profile of three top leaders</b>	<b>1½ Hour</b>
13.	<b>Controlling Process</b>	<b>Financial control/Ratios Analysis Variance-analysis Management Information System</b>	<b>1½ Hour</b>
14.	<b>Time Managment</b>	<b>Importance of Time Management Time-wasters-Their analysis First thing First</b>	<b>1½ Hour</b>

		<b>Important and Urgent matters</b>	
15.	<b>Conflict and their Resolution</b>	<b>Nature of Conflict Power / Politics of Conflict Conflicts Resolution</b>	<b>1½ Hour</b>
16.	<b>Performance Evaluation</b>	<b>Standards and Goals Goals Analysis Achievement' Promotions/Transfer / Benefits</b>	<b>1½ Hour</b>
17.	<b>Challenges of modern management People management</b>	<b>Why People are important Role of Personnel Personnel Planning and Utilization</b>	<b>1½ Hour</b>
18.	<b>Human Resource management</b>	<b>Selection Recruitment Placement Orientation</b>	<b>1½ Hour</b>
19.	<b>Effective Team Management</b>	<b>Group Cohesiveness Committee Organisation</b>	<b>1½ Hour</b>
20.	<b>Resource Management</b>	<b>People Planning Financial Planning Physical resource Planning</b>	<b>1½ Hour</b>
21.	<b>Success can be Yours.....</b>	<b>Attitude Ambition Action Case Study /Role playing</b>	<b>1½ Hour</b>
22.	<b>Work-Life balance</b>	<b>Imbalance Conflicts How to balance work and Life</b>	<b>1½ Hour</b>
23.	<b>7-Habits of Effective Managers</b>	<b>Based on the book of Covey</b>	<b>1½ Hour</b>
24.	<b>Stress Management</b>	<b>What is Stress! Yoga and Meditation Nature and Spirituality</b>	<b>1½ Hour</b>
25.	<b>Pre and Post training assessment</b>	<b>Assessment and Feedback forms may be given to participants before the commencement of sessions, so that they fill the forms at the end of each session/day and put them in sealed envelops.</b>	<b>1 Hour</b>
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