

Subject: Program for Senior Management Position

6-day Module

Session	Topic	Course contents	Duration in Hours
1	Evolution ,definition ,nature and scope of Strategic management	Mission and Vision Importance of Strategic Planning	1 ½ Hour
2	Environmental Analysis	Effect of changing Environment Environmental scanning Techniques PEST Analysis	1½ Hour
3	Value –chain Analysis	Competitive Advantage Porter’s 5-Forces Model Barriers to environmental appraisal	1½ Hour
4	Strategic Choice	SWOT Analysis Boston Consulting Group Matrix Market evolution Matrix Process of Generating and Selecting Strategic	1½ Hour
5	Organisation Structure	Centralisation Vs Decentralisation Division Of Labour Line/staff management Span of Control	1½ Hour
6	Individual Behaviour-Motivation	Perception /cognisance communication	1½ Hour
7	Interpersonal Relation and Group Dynamics	Team Building Six-hats lateral Thinking (Edward Bons)	1½ Hour

8	Institutional Culture	Towards Building of organisational culture Business values and Corporate Governense Social responsibility	1½ Hour
9	Role of system and procedures	Drafting Systems and Manuals Quality Manuals Procedural manuals	1½ Hour
10	Use of technology and computer in management	E-Business E-Governance	1½ Hour
11	Human Resource management	Challenges of People management Performance Appraisal Promotion/Transfer and Grievance settlement	1½ Hour
12	Career Planning and Succession Planning	Data bank Training and Development Succession planning	1½ Hour
13	Leadership Styles	Styles of Leadership Functions of Leadership Styles Transactional and Transformal Leadership	1½ Hour
14	Leading The organisation- A practical approach	Case Study Video presentation Profile of 3-important leaders Level 5-leadership	1½ Hour
15	Training and Development of Staff -members	Identifying Training needs Training and Development	1½ Hour

		Technical /Managerial Organisational Training	
16	Shared values	Vision-in-Action Culture and environment Packaging the goals and action Plan	1½ Hour
17	In-search of Excellence	Technology Market People Resuets	1½ Hour
18	Success can be Yours.....	Attitude Ambition Action You can be winners	1½ Hour
19	Time Management	Important /Urgent Time wasters How to avoid and say No Use of Time One thing at a time	1½ Hour
20	Stress Management	Stress and Conflicts Conflict resolution Yoga and Meditation	1½ Hour
21	Work-Life Balance	Work-Culture, How to Change? WLB: A source of success and excellent performance	1½ Hour
22	Secrets of super-manages	Case study	1½ Hour

		Role Playing Video presentation	
23	Negotiation Styles	Hard and soft negotiations Techniques negotiation skills Window -games	1½ Hour
24	Managing change and Growth	Management of change Why change gets resisted Growth-limit to growth Case study and video presentation	1½ Hour
25	Pre and Post training assessment	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.	01 hour
			37 Hours