

INTRODUCTION

MODULE 19

Seven Secrets of Managerial Success

You are your most valuable asset. Your working ability, your earning ability is the most valuable resource you have to maintain and improve the quality of your life. Everything you do to enhance your ability to do your job in an excellent fashion improves your life and work in some way.

The most effective and most highly productive men and women in the world of work are those who think better than their counterparts. They take the time to analyze, decide and take effective action in every area of their work lives to achieve more and better results than the average person.

Your goal, throughout your career, is to learn and apply the very best ideas, methods and techniques practiced by the most effective executives in every area so that you can get the very most out of yourself and make the very best contribution to your company and your organization.

In this program, you will learn the seven keys to peak personal performance, the specific ways of thinking and acting that can help you to dramatically increase your productivity, performance and output.

“Management is a

mental game.

The better you

think, the greater

the results

you’ll achieve.”

WHAT YOU WILL LEARN IN THIS SESSION

“Your life only gets
better when you do.
Your staff only gets
better when you
become a better
manager. Go to work
on yourself.”

1. Four keys to managerial effectiveness;
2. Defining your key result areas;
3. Setting clear standards of performance;
4. Concentrating your powers;
5. Leveraging your effectiveness;
6. Delegating effectively;
7. Leading by example;
8. Becoming an exceptional person.