



Organizations are continuously re-structuring and becoming flatter. This is maximizing the number of employees directly engaged in Project Task forces consisting of employees from various specialist functional departments. The heads of the functional departments, who were previously managing the work for various projects, now have a new, but a very important role requiring a shift in their mental model. They now need to focus their attention to the organization as a whole, rather than just their department. This requires clear thinking about how to make the organization perform in an excellent manner. Since most of technical managers don't have a formal background in management, the intent of the training would be to open up their minds to start thinking about business rather than just their specialty. They now need to be more aware about the concepts of Business Excellence, Business Processes and their mapping, Balanced Score Cards etc. Constant changes in technology, automation and availability of better tools requires that they share this responsibility of inducting these within the organization to improve business competitiveness. At the same time they must improve their management skills to manage for optimum business results. Management skills are expected to develop "on-the-job" - many times without any guidance or mentoring. Are we not leaving much to "chance"? This training module is prepared to help existing and new managers look at their role more objectively from a Business Perspective rather than "Just a Good Employee". This special training module is to help you *manage your team more professionally and holistically, thereby ensuring Business Success.*

## Objectives

The main objective of the training program is to make participants aware about Management and the Leadership needed in the HOD / Manager's which are critical to success of projects / function and therefore the organization. After attending this program, participants would be able to take-on various responsibilities more effectively and help in building the organization by adding Strategic Value to the organization's efforts.

## Contents

- Module 1—Managing for Business Excellence
  - What is Business Excellence?
  - How do we know we are performing well?
  - Achieving Results
- Module 2—Business Processes
  - Why think processes?
  - Mapping processes
  - How would it help?
- Module 3—Developing and Managing Teams
  - Knowing your team
  - Team dysfunctions.
  - Building Effective Teams
- Module 4—Managing Individuals in your Team
  - Reviewing Performance—Goals Setting
  - Bringing out the best in people
  - Motivating your team members
- Module 5—Developing your Management Skills
  - Communication—the key skill
  - Time management
  - Interviewing Skills
  - Effective Meetings
  - Some useful management tools

*"To know one's strengths, to know how to improve them, and to know what one can not do—are the keys .....continuous learning."*

**Peter Drucker**

*Nimble helps you explore your-self*



## Duration

The contents shall be covered in two full day sessions.



## Methodology

Training is imparted by case studies and extensive participation of all participants and encouraging them to share their experiences. This shall be supported by Power Point / visual presentations and a touch of theory. Being action oriented, this methodology has been found to work wonderfully well with all participants. It is expected that some-one senior from Client side would introduce participants to Organization's Vision, Mission and Values and current Strategic Goals of the organization.



## Who should attend?

The program is designed to be most beneficial to people who have just become managers / supervisors or to those who would like to renew their understanding of management skills.

## Facilitator

The program shall be facilitated by Mr. Vinod Kumar Mehandru. He has over 40 years of experience in Public Sector, Private Sector (small and big corporations) and as an entrepreneur. He is presently CEO of Nimble Systems Pvt. Ltd. He has been responsible for developing and implementing training in many organizations, including EIL, Bechtel, L&T and PLE.

## About Nimble

NiMble is a management consulting organization assisting clients in three basic areas. These are

- a) Improving management effectiveness
- b) Improving business operations
- c) Managing human resources



With appropriate strategy, processes and resources organizations have all the ingredients of success. However managing these three ingredients requires knowledge of many sound management tools and practices. These would be tools like Balanced Score Cards, Six-Sigma, Kaizen and many such other tools. NiMble works with organizations and supports them in analyzing their business performance, efficacy of existing structure and processes and its relevance to changing needs. It then suggests appropriate measures which if taken can help organizations improve their business results.

Most of our clients are mid size enterprises / individual entrepreneurs who are driven by passion to lead. We enjoy assisting our clients to grow into organizations that are capable of becoming leaders in their own domains. NiMble employees have wide range of experience and have worked in organizations ranging from Public Sector, Private Sector, Engineering Consulting, EPC Contractors, Manufacturing, IT, Not for Profit Organizations, Trading and Marketing sector, and many others. NiMble has worked for clients in various countries such as India, Kuwait, Kenya, Uganda, UAE, Sudan, Nepal, Ceylon, Myanmar, Georgia, Taiwan etc.

Content of all NiMble Trainings are based on direct experience gained while working for our diverse clients or from personal experience gained while working in many organizations. Our Training focuses on improving competency of participants in management skills and be aware about good and contemporary practices in the industry. For more information on NiMble please visit our web-site at [www.nimble.in](http://www.nimble.in) or write to [vk@nimble.in](mailto:vk@nimble.in) or to [pawan@nimble.in](mailto:pawan@nimble.in)