

## **Guidelines for Management Development Programme (MDP)**

Employees are often promoted from within the organization without any formalized knowledge and skill developmental training that teaches them how to manage work and people to produce best results for the organization. And, it is impractical to send employees off for weeks at a time to acquire the necessary knowledge, skills, and techniques they need to apply them to their new role with the company. For this reason, the Management Development Programmes enable to help the middle level officers/ employees like supervisors, managers, and high potential officers looking forward to be promoted as managers be equipped with the necessary knowledge and skills they need to be a successful middle level manager.

### **Key Benefits**

- Transition from worker to supervisor/manager
- Manage work and people
- Plan for achievement of results
- Align individual performance goals with the company's goals
- Coach employees' performance to achieve company goals and objectives
- Become self-aware in order to effectively communicate with different personality types
- Learn how to flex your management style to the needs of your individual team members
- Resolve conflicts in order to focus on results and promote teamwork

### **Objectives**

Objectives of the programme should be to:

- Enhance the managerial skills of the participants to prepare them to shoulder higher responsibilities.
- Provide the participants with an opportunity to learn management concepts and techniques relevant for formulating and implementing strategies in functional and general management areas.
- Enable participants to appreciate interdependencies in an organization and acquire perspectives required for general management positions.

### **Participants**

Management Development Programme is for managers holding positions of responsibility within functional departments of medium to small/large public / private / cooperative / NGO organizations. The participants should have at least five years of managerial experience after graduation.

### **Content**

The programme has to be divided into several interdependent modules, each of which focuses on a different aspect or function of management. At the end of the programme, there will be an intensive integrated group exercise which will help participants consolidate their learning from various modules of the programme.

### **Modules**

- **Organisational Process** – People Management, Group Dynamic and Leadership
- **Project Management** - Network techniques for project management - Time-cost trade-off in completion of projects - Uncertainty and Risk
- **Financial and Cost Accounting** – Reading of Financial Statements – Cost Analysis for Decision Making
- **Human Resources Management** – Employee Engagement – Performance Management – Managing Teams – Conflict Resolution – Perceptual Process – Managing Transformation
- **Managerial Communication** – Inter-personal Relations and Presentation Skills
- **Marketing Management** – Structure, Process and Strategies

- **Information Systems and Technology** –IT Trends and Issues – IT for Decision Making

**Pedagogy**

A mix of pedagogical tools will be used – Cases, Lectures, Brainstorming, Presentations, Audio-Visuals and Experimental Exercises.

**Programme Schedule and Faculty:** Day to day schedule and Details of the trainer / speaker/ faculty

**Programme Details:** Venue, Date etc.

**Programme Fee:**

**Registration Process:**

**Programme Coordinator:**

**Contact Information:**