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## Development Training

### Course Details

**Code:** **MS1** – Contact Dwight Davis for arrangements regarding this course

**Name:** **IMPROVING YOUR MANAGEMENT SKILLS**

**Type:** Team and Personal Skills Development for managers and supervisors (employees also)

**Duration:** 1 Half Day – 8:30 A.M. to 12:30 P.M. or 8:00 A.M. to 12:00 Noon (suggestions only)

**Estimated Cost:** Contact us for a quote tailored to your specific requirements

**Description:** This course will provide your managers and supervisors with an improved understanding of management principles and skills used to lead successful organizations

The topics to be discussed are as follows:

- Management and organization
- Learning, listening, and leadership
- Goal setting, planning, implementing, and controlling
- Authority, delegation, responsibility
- Successful team building
- Team motivation and accountability
- Feedback and encouragement
- Coaching and performance improvement
- Process improvement and quality
- Managing changes and crises with effective solutions

**Objectives:** Upon successful completion of this training, your managers and supervisors will have an improved understanding of successful management principles and skills. In addition, participants will be able to use additional skills to more effectively build and develop successful teams and organizations

### Course Delivery Method:

The format is classroom workshop facilitation training and instruction.

### Course Materials:

There is one (1) presentation package for this course with handout packages for participants. "Improving Your Management Skills" – 40 plus pages.

### Notes:

Feel free to bring paper and writing instrument to take notes.

This course will be "fun" as well as educational! You learn MORE when you are having fun!