

Peter Drucker - Managing Oneself and Others

The Need: To fill leadership gaps within your organization.

Effective leadership is the key element to managing a successful team. All organizations can benefit from further development of existing and potential managers. Whether you are seeking to develop existing or potential leadership; communication, problem solving and team cultivation are all necessary skills needed by a manager. It is important to train existing and potential leaders in any skill gaps they may have because a good leader can foster

greater productivity from their employees and motivate team members in reaching their goals.

The Solution: Develop leadership skills with potential and existing managers.

Developing essential management skills can help create great leaders as well as great teams. Teamwork leads to quality output and higher customer satisfaction levels overall. Through OTC's management program, leaders can gain a better understanding of theories, methodologies and can boost



proficiency in each skill area. E-learning classes in Management skills are provided by OTC's partner Serebra, and delivered seamlessly through OTC's platform. Serebra's classes are exhaustive and highly interactive, making for a consistent positive learning experience for all employees.

Peter Drucker - Managing Oneself and Others

Peter Drucker – Managing Oneself:

Trainees get a unique historical insight into the groundbreaking changes in worker tasks and productivity. For thousands of years, the economy was based almost exclusively on manual work such as farming, craftsmanship, and domestic service. But within the last few decades, knowledge work has become the primary economic focus. In fact, knowledge workers now account for almost half of the U.S. workforce. This means that there have been major changes in the way work is performed. Knowledge workers face new and different challenges.

Peter Drucker – People Decisions:

There are no more important decisions within an organization than people decisions: staffing jobs, promoting people, letting them go, and so on. The centerpiece of the course is the five decision steps and the five ground rules of making people decisions. When taken together, these principles help make people decisions successful almost every time, as illustrated throughout the program by Peter Drucker's colorful anecdotes and personal experiences.

Peter Drucker – Managing the Boss:

Most people consider their bosses to be the key people in deciding salaries and promotions. But as Peter Drucker explains in this course, a boss is also the key for a knowledge worker's effectiveness. In this course, you will learn the seven keys to managing your boss: making a "boss list", exchanging performance information with each boss, enabling each boss to perform, playing to each boss's strengths, keeping each boss informed, protecting each boss from surprises, and never underrating a boss.

Peter Drucker – Effective Decision

Making: Every decision is risky; it is a commitment of present resources to an unknown future. But you can minimize the risks by following the seven elements of effective decision making: determining if a decision is necessary, classifying the problem, defining the problem, deciding on what is right, getting others to buy into the

decision, building action into the decision, and testing the decision against actual results.

Peter Drucker – Knowledge Worker

Productivity: The rise in the number of knowledge workers has brought about special challenges for today's managers and executives. With the help of Peter

Drucker's colorful anecdotes and personal observations, this course tackles these challenges through the seven steps to improving knowledge worker productivity: defining the task, focusing on the task, defining results, defining quality, granting autonomy, demanding accountability, and building continuous learning and teaching into tasks.

Peter Drucker - Managing Oneself and Others by Corpedia

Based in Phoenix, Arizona, Corpedia is a privately held, award-winning eLearning provider. Corpedia develops much of its business and legal compliance courseware in partnership with some of the world's leading business thinkers, educators, and organizations, including Dr. Peter F. Drucker, The Project Management Institute, Tom Peters, Juran Institute, and The Conference Board. With a substantial and growing Internet-based knowledge library, Corpedia offers the cutting-edge solutions necessary to resolve complex business problems and implement timely organizational strategies. And in addition to developing high-quality courses for its off-the-shelf library, Corpedia's instructional design and development specialists can leverage the latest Web-based technologies to create custom tailored courseware. Corpedia has been recognized both as a three-time Forbes.com "Best of the Web" eLearning awardee (2000, 2001, and 2002), and as a two-time leading developer of creative online training in "Macromedia's eLearning Innovation Awards."



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