PLAN OF INSTRUCTION – T.E.A.M. Leadership Model

SUBJECT:

- Management

STUDENT INSTRUCTIONAL MATERIALS:

- Student Study Guide
- Student Personality Assessments

AUDIOVISUAL AIDS:

- Power Point Presentation
- Dry Erase Board
- Flip Note Pad

TEACHING METHODS & PREPARATION:

- Active Learning / Scenarios / Group Discussion
- Prepare classroom and check that all equipment is working properly
- Ensure you have course materials for all students

INTRODUCTION

ATTENTION:

A common phrase we hear in organizational environments is the concept of "micro-management". Leadership and management compliment each other, but are not the same thing.

OVERVIEW:

In this module we will discuss what makes management distinct from leadership.

OBJECTIVE:

Our objective is to define what the tangible tools are that can help leaders enhance successful and high-performance organizations.

MOTIVATION:

Understanding the unique aspects of management allows leaders to think critically about how they view the relationship between leadership and management.

BODY

COMMUNICATION:

- ➢ Management is responsible for the more tangible aspect of organizational dynamics
- ➢ Management is tasked with capturing clearly defined organizational standards and expectations
- ➢ Management tools must be available for reference by all members of the team
- ➢ Management utilizes metrics to measure the success of strategic initiatives
- ➢ Management tools track projects to help leaders make informed decisions
- ➢ Management tools tell the quantitative story but not the contextual
- ➢ Management tools monitor substandard or outstanding performance
- ➢ These tools are used as a part of the formal feedback provided to team members
- ➢ Management tracks whether team members are current in their training and education relevant to their position, expectations, and job requirements
- ➢ Management is not strategy; leaders must pivot from policy to execution
- ➢ Leaders must deliberately commit to evaluating and modifying guidance and strategic initiatives in real time

APPLICATION:

➢ Provide examples of management tools such as performance reports, strategic planning documents, memorandums for records, interim guidance messages

➢ Discuss how these tools are developed and how leaders us them to enhance the performance and evaluate the effectiveness of strategy within the organization.

CONCLUSION

SUMMARY:

➢ During this module we have discussed the use of management tools and emphasized the difference between leadership and management.

REMOTIVATION:

➢ Understanding the types of tools used to manage the tangible processes within an organization is vital to an understanding of effective leadership.

CLOSURE:

• As applicable.