

Louis Allen's ***POLC in Action!*** Workshop

Overview

- Target Audience:** This workshop is intended for all front-line to senior managers with previous experience in management.
- Purpose:** This workshop serves as an in-depth refresher on the key knowledge, skills, and abilities necessary for managers to be effective at performing the management work of **Planning, Organising, Leading & Controlling** in order to achieve improved bottom-line results.
- Description:** The **POLC in Action!** workshop is based on Louis Allen's **Effective Management Leadership in Practice** program and focus specifically on how to apply key management concepts, principles and techniques in practice. By delivering this workshop across all levels of management within an organisation, common understanding is created. Furthermore this will ensure that all managers speak the same management language.
- Duration:** 2 days (Training Intervention)
- Accreditation:** None (But content is based on Louis Allen's NQF level 4 program)

Workshop Outline

1. The concept of the Management Leader
2. A systems approach to managing a business (Input-Throughput-Output Model)
3. The Allen Management System
 - i. Needs, Results & Work Model
 - ii. The 5-Way Management Model
 - iii. The Results Model
 - iv. The Management Work Wheel (Management Functions & Activities)
4. Applying the Allen Management System
5. Key Management Principles
6. Key Management Activities (Concept, How to & Practical example)
 - i. Forecasting
 - ii. Developing Strategies
 - iii. Developing Objectives
 - iv. Tasking, Scheduling & Budgeting
 - v. Improving Work Processes
 - vi. Delegating
 - vii. Developing Relationships
 - viii. Motivating
 - ix. Communicating

- x. Decision-Making
 - xi. Developing People
 - xii. Developing Standards
 - xiii. Measuring & Evaluating Performance
 - xiv. Correcting Performance
7. Problem Solving, Solution Development & Action Planning
 8. POLC Integration Exercise & Summary

Workshop Outcomes

- ❑ Understand and will be able to apply a system's approach to management work.
- ❑ Know how to apply the basic concepts, principles and techniques of **PLANNING, ORGANISING, LEADING** and **CONTROLLING**.
- ❑ Understand the key management work activities as part of your management leadership role.
- ❑ Know how to apply effective problem-solving and develop action plans to implement solutions that have a direct bottom-line impact.
- ❑ Know how to increase your management effectiveness and be able to achieve better results.

Other POLC in Action! Versions

Louis Allen also offer different versions of the **POLC in Action!** Workshop:

- 1-Day for Executives;
- Half-Day POLC Sessions for Direct Reports/Teams; or
- Customised versions integrating client templates and focus areas.



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**HELPING GOOD MANAGERS BECOME EFFECTIVE
 MANAGEMENT LEADERS THAT IMPACT BUSINESS RESULTS**