

Managing people has gotten a whole lot more complicated.

Managing to EXCEL™ can make your job a whole lot easier.



Managing to Excel is half-day experiential workshops that provide new foundations of knowledge and skill in each of 12 essential managerial competencies. The objective of Excel (and the Managerial Assessment of Proficiency™) catalyzes managers to take action and apply their new knowledge and capability on the job. Managing to Excel workshops can succeed where other management training efforts may have fallen short.

What are the twelve managerial competencies?

The competencies are grouped in four primary clusters and each cluster includes 3 essential competencies.

Communication – Relating to Others	Administrative – Managing Your Job	Cognitive – Thinking Clearly	Supervisory – Building the Team
Getting Unbiased Information	Time Management and Prioritizing	Identifying and Solving Problems	Counseling and Discipline
Giving Clear Information	Setting Goals and Standards	Making Decisions, Weighing Risk	Appraising People and Performance
Listening and Organizing	Planning and Scheduling Work	Thinking Clearly and Analytically	Training, Coaching, and Delegating

Each workshop uses a short videotape presentation that depicts typical management interactions during which the use of a specific competency occurs. Workbook exercises are designed to help participants identify the basic skills and techniques associated with each competency. Participants then practice and apply the new skills via role-play, case method, script analysis, games/simulations, self-inventories, and other hands-on learning activities.

Managing to Excel:

- Concentrates training on increasing competence in single skill at a time
- Motivates managers to improve in each of the 12 fundamental competencies
- Provides an efficient development solution line managers and supervisors will support
- Can be used in conjunction with MAP (Managerial Assessment of Proficiency)
- Can be purchased as single modules or as a complete system
- Provides both experiential instruction and a library of job aids that new leaders and supervisors will find invaluable for on-the-job support.

Managing to Excel is available in four delivery options:

- Off-the-shelf, ready to deliver by your training staff*
- On-line or CD-ROM which offers anywhere, anytime, just-in-time learning
- Training by SPS certified staff

*Each module is a complete four-hour workshop. Each EXCEL module includes Instructor Guidelines, videotape presentation, PowerPoint slides and workbooks.

To learn how you or your supervisors can Manage to Excel, contact Ira S. Wolfe toll free at 800-803-4303 or visit our website at www.super-solutions.com.