

*'Art of  
Management'*



*Management  
Training*

*The art of  
Management is a  
balancing act of*

*Task  
accomplishment and  
People skills*

*me-we-Us-THEM™*

*EPLS* Linked-Domain Model™

**Course Purpose:** *Teach managers how to get things done through others!*

Analyze their Attitudes and Example

Teach the critical difference between Management and Leadership

Understand how Trust affects influence

Learn the crucial Management Core Competencies

Additionally, managers will learn the

four linked-domains of management

**E P L S: Ethos, Pathos, Logos, and Sophos**

**Course Design:** Two-Day participative seminar, adult learning format

**Course Focus:** *Remind managers to use what they already know*

*to go beyond what they currently think and do!*

Every Person Leads Someone – **E P L S**

Well Vetted Management Tools

Practical Application of Management Theories

Eight Management Core Competencies

Real World Case Studies

**Course Takeaways:** Eight Practical Management Tools and Skills

The Art of Management **E P L S** model

Understanding and application of Motivational Theories

Creative Problem Solving

Time Management

Overcoming Procrastination

How to deal with difficult people

Employee motivation

Assigning Job Responsibility

How to Delegate

How to Encourage

How to Praise

How to Correct Behavior

FDCT Behavioral Assessment

Plan of Action

## Course Content:

The **Art of Management Course** (AOM) is a *skills-based*, practical, fast moving interactive two day learning experience. The AOM is programmed with ample time for analysis and practice to facilitate mastering the most elusive Management dilemmas. Many AOM participants have asked, “Why are some Managers more successful than others?” or “Why are some managers crushed by problems and others creatively solve them?”, “Why it is some Managers always seem to find personal success, happiness, and fulfillment in their organizations and others don't?”, “What kind of Managers are the most productive and how can I be one of them?”, “What are the key components of organizational productivity recognized and practiced by great Managers?” The purpose of the AOM is to examine these and many other questions, by bringing together the best and most current knowledge available in the field of personal excellence, leadership, management and organizational development. The AOM will provide you with the tools for creating success through other people.

Over the last five decades hundreds of thousands of people have learned this information and they are using the tools, models, and principles contained in the AOM to dramatically improve their lives and organizations. Many have gone on to double or triple their incomes, to accomplish goals they had previously thought were unreachable, to start new organizational projects, to move past their past, to create new and lasting relationships or to mend old ones, to affect positive and lasting change in their organizations, to build effective organizational teams, and to create a positive motivational climate for others in the organization.

The material contained in the AOM is based on 50 years of exhaustive research in the field of developing human potential. The Woods Consulting Firm has found that all successful men and women utilize four linked-domains to unlock their potential and the potential within their organizations. From success on the athletic field to success in the organizational world, these four linked-domains are the same; **E P L S: Ethos, Pathos, Logos, and Sophos**. The epistemological roots of this model date back to the Greek philosopher Aristotle 384-322 BC who learned them from Plato 427 – 347 BC and taught them to Alexander the Great 356–323 BC.

The **E P L S** 'Linked-Domain Management Model' guides Managers on their journey from self-management (the most difficult) to management of others; this is the journey from success to significance. The AOM teaches eight primary skill-sets within the four linked-domains:

1. The first domain is **Ethos (me)** your Character– understanding and applying attitude, values and integrity while demonstrating to people the four components of trust!

*This is personal success found in the Intrapersonal domain.*

2. The second domain is **Pathos (we)** your Connections – understanding and applying influence, communicating expectations and relationship strategies, really caring about other people. When managers connect in relationship with others they discover who they really are.

*This is people success found in the Interpersonal domain.*

3. The third domain is **Logos (Us)** your Competence– This is the manager's responsibility to know what to do, and bring together the skills and ability to do it! The manager must blend the required core competencies for producing organizational results.

*This is professional success found in the KSA Impact domain.*

4. The fourth domain is **Sophos (THEM)** your Commitment to Change and Growth– This higher order thinking domain requires: analyzing, evaluating, and creating change. This iterative domain promotes personal and organizational growth and improvement through learning and mentoring. It is having the discipline and courage to do what doesn't come easy! It is moving your comfort zone, raising your expectations and facing the fear of failure

*-to lead through change.*

*This is progressive success found in the Iterative Learning domain.*

## **8 Key Beliefs of the AOM (why most managers need this program):**

1. Many managers' tool kits are empty or have only the most basic tools, such as a very large hammer.  
The more a manager uses the hammer – the less they look for other tools and solutions.
2. Many managers make it to management positions based on their technical expertise -not their management skills or even people skills.
3. Many managers rule by fear – because it is fast, easy, and seems to work!
4. Many managers gain their status through two things, both of which have now all but disappeared,  
-Control of people  
-Control of information
5. Most managers want to succeed if they only knew what worked.
6. Most managers want to grow the organization and their people.
7. Most people want to do a great job – nobody wants to be a failure!
8. Most people will rise to the levels expected out of them, and then do a little more!

## 8 Principles of the AOM (the why this works):

1. The principle of Example
2. The principle of Trust
3. The principle of Creative problem solving
4. The principle of Time Management
5. The principle of Communication
6. The principle of People
7. The principle of Job Competence:  
Motivation, Job responsibility, Delegation, Encouragement, Praise, Correction
8. The principle of Duty

## 8 Tools of the AOM (the how to's):

1. Lead by example in Attitude, Values and Actions -The me-we-Us-THEM model
2. Maintain your Integrity, be Trustworthy -Management Intelligence
3. Creative problem Solving -Emotional Intelligence
4. Time management -Understanding Procrastination
5. Communicate Often and Well -Active Listening and Speaking Skills
6. Know and Take Care of your Team -Creating Relationship Strategies
7. Master your Management KSA's (Knowledge, Skills, and Abilities) know your Core Competencies:  
Motivation, Job Responsibility, Delegation, Encouragement, Praise, Correction  
-Improve your Capacity to Manage
8. Put your Duty before yourself -Putting Important before Urgent

## 8 Key Outcomes and Skills of the AOM (the deliverables):

1. Managers understand and can apply the four domains of management:  
Intrapersonal, Interpersonal, Impact of Core Competencies –KSA's, and Iterative Learning
2. Managers understand their Attitude, Values and Character create the environment for trust and loyalty
3. Managers influence others by understanding, results verses activity, and actions verses intentions
4. Managers know the two kinds of pain: discipline and regret. They expect and model discipline
5. Managers communicate well as connected members of a team, a “we” verses “me” approach
6. Managers understand their priority is to both know their team members and accomplish the mission
7. Managers use their Core Competencies to create positive Impact on their teams and organizations
8. Managers are committed to creating change and personal growth in themselves and others

# The Art of Management (AOM)

## Agenda

### Day 1

08:00 a.m. – 11:45 a.m.	The essence of Management
	The essential differences between Management and Leadership
	Tool # 1      The Manager's Example
	Attitude and Actions
	Organizational values
11:45a.m. – 12:45 p.m.	Lunch
12:45 p.m. – 4:30p.m	Tool #2      Trustworthiness
	Tool #3      Creative Problem solving
	Tool #4      Managing Time
	Understanding and Mastering procrastination

### Day 2

08:00 a.m. – 11:45 a.m.	Tool #5      Communication Strategies
	Tool #6      The Manager's role in dealing with people
	Managing difficult people
	Tool # 7      Managerial Job Competencies:
	Employee Motivation
	5 Steps of Motivation
	Case studies

11:45-12:45 p.m.

Lunch

12:45 p.m. – 4:30p.m

How to assign Job Responsibility

5 Steps of Job Responsibility

Case studies

How to Delegate

5 Steps of Delegation

Case studies

How to Encourage

5 Steps of Encouragement

Case studies

How to Praise

5 Steps of Praise

Case studies

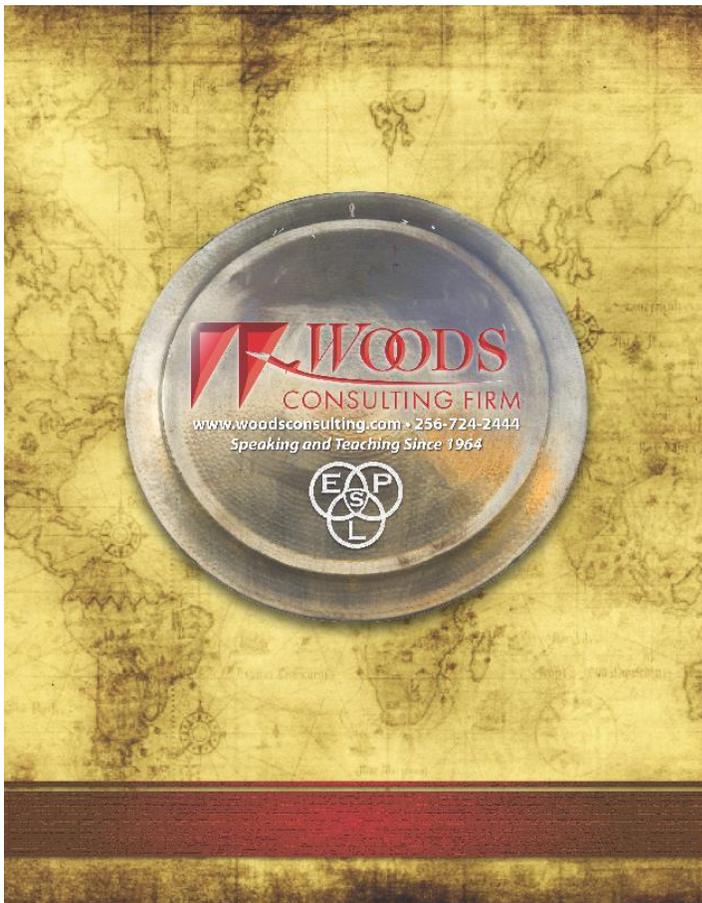
How to Correct

5 Steps of Correction

Case studies

Tool # 8

Action Plans – Steps forward



*Action is eloquence. ~William Shakespeare*