

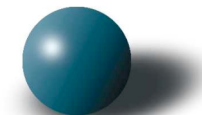
**Principles of Outstanding Management Practice  
 Bluestone Training Consultancy Ltd**

**Nippon Carl Duisberg Gesellschaft**

**January 5 – 16 2009**

**“Supporting your people to take your business where it needs to go”**

<b>Monday January 5</b>	<b>Duration</b>	
Introduction, agenda and objectives		
Leadership & Management	1 day	Setting the direction and driving forwards
		<b>Overnight – discuss your approaches and beliefs about motivation and delegation</b>
<b>Tuesday January 6</b>		
Motivation	0.25 day	
Delegation	0.25 day	
Time management	0.5 days	Maximising your efficiency
		<b>Overnight – Discuss what is coaching, consider how this is done in sport</b>
<b>Wednesday January 7</b>		
Coaching	1 day	Building capability
		<b>Overnight – consider what causes good and bad performance</b>



<b>Thursday January 8</b>		
Performance Management	1 day	
		<b>Overnight – what team development challenges have you faced?</b>
<b>Friday January 9</b>		
Team working and team leadership	0.5 day	Pulling together
Managing conflict	0.5 day	Dealing with opposition
		<b>Weekend Assignment</b> <b>Action planning – start, do less continue</b> <b>Prepare 15 minute presentation</b>
<b>Monday January 12</b>		
Review of week 1, issues arising		
Running Effective Meetings	1 day	Maximising communications effectiveness
		<b>Overnight – In what situations have you had to influence without direct authority?</b>
<b>Tuesday January 13/Wednesday January 14</b>		
Influencing the Internal and External customer. Negotiating for behaviour change. A&P principles in a Western environment	2 day	
<b>Thursday January 15/Friday January 16</b>		
Presentation skills	2 day	
Action Planning, review and close		

