Effective Management

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• The organization and coordination of the activities of a business in order to achieve defined objectives.

• The directors and managers who have the power and responsibility to make decisions and oversee an enterprise.
Interlocking Functions

**Planning and Decision Making**
Determining Courses of Action

**Organizing**
Coordination of Activities and Resources

**Leading**
Managing and Motivating People

**Controlling**
Monitoring and Evaluating Activities
21 Indispensable Qualities of a Leader

~John Maxwell

- Character
- Charisma
- Commitment
- Communication
- Competence
- Courage
- Discernment

- Focus
- Generosity
- Initiative
- Listening
- Passion
- Positive Attitude
- Problem Solving

- Relationships
- Responsibility
- Security
- Self-Discipline
- Servanthood
- Teachability
- Vision
Leadership - What’s your style?
**Personality Patch - What's Your Color?**

**Playful Yellow:**
- Loud - voice, clothing, accessories
- Open - mouth, life, gestures
- Space - littered, unorganized, lots of stuff

**Powerful Red:**
- Powerful “air” - how they walk, energy, personal space
- Body language - scowl, finger pointing, not affectionate
- Time - always busy, cell phones, laptops, short fuse

**Peaceful Green:**
- Difficult to identify - chameleon
- Quiet - casual clothing, power naps, relaxed
- Personal Space - littered, disorganized, unfinished projects
- Gestures - almost none, rarely used, small

**Proper Blue:**
- Quiet - voice, clothing accessories
- Closed - mouth, life, gestures
- Space - neat, organized, minimal stuff
<table>
<thead>
<tr>
<th>Makes friends easily</th>
<th>Production oriented</th>
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<tbody>
<tr>
<td>Great storyteller</td>
<td>Good in a crisis</td>
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<tr>
<td>Good sense of humor</td>
<td>Loves a challenge</td>
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<tr>
<td>Thrives on activity</td>
<td>Born leader</td>
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<tr>
<td>Spontaneous</td>
<td>Usually right</td>
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<tr>
<td>Exciting</td>
<td>Exudes confidence</td>
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<tr>
<td>Dislikes schedules</td>
<td>Opinionated</td>
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<tr>
<td>Gets bored easily</td>
<td>Workaholic tendencies</td>
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<tr>
<td>Talks too much</td>
<td>Can’t say I’m sorry</td>
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<tr>
<td>Loses track of time</td>
<td>Bossy</td>
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<tr>
<td>Is typically late</td>
<td>Insensitive to feelings</td>
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<tr>
<td>Doesn’t like rules</td>
<td>Impatient</td>
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<table>
<thead>
<tr>
<th>Steady</th>
<th>Great planner</th>
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<tbody>
<tr>
<td>Has few enemies</td>
<td>Organized</td>
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<tr>
<td>Good under pressure</td>
<td>Works well alone</td>
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<tr>
<td>Good listener</td>
<td>Detail oriented</td>
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<tr>
<td>Calm</td>
<td>Stays focused</td>
</tr>
<tr>
<td>Witty</td>
<td>Very timely</td>
</tr>
<tr>
<td>Kind/ easygoing</td>
<td>Sensitive to others</td>
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<tr>
<td>Stubborn- will of iron</td>
<td>Stunted under pressures</td>
</tr>
<tr>
<td>Dislikes change</td>
<td>Can become depressed</td>
</tr>
<tr>
<td>Hard to get moving</td>
<td>Perfectionistic</td>
</tr>
<tr>
<td>Procrastinates</td>
<td>Hard to please</td>
</tr>
<tr>
<td>Hates conflict</td>
<td>Unrealistic expectations</td>
</tr>
<tr>
<td>Not goal oriented</td>
<td>Rigid and inflexible</td>
</tr>
<tr>
<td>Dislikes making decisions</td>
<td>Withdraws</td>
</tr>
</tbody>
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Team

A number of people with complimentary skills who are committed to a common purpose, performance goals and approach for which they hold themselves mutually accountable.

or

A group of people with different skills and different tasks, who work together on a common project, service, or goal, with a meshing of functions and mutual support.
Workplace Conflict

- Interpersonal
- Organizational
- Trends/Change
- External Factors
Team Building

- **Stage 1 - Forming**
  - Affiliation
  - Polite
  - Unclear obj.
  - Confusion
  - Watchful
  - Interaction

- **Stage 2 - Storming**
  - Power
  - Criticism
  - Confrontation
  - Conflict
  - Difficulties
  - Opt Out

- **Stage 3 - Norming**
  - Achievement
  - Cohesiveness
  - Established procedures
  - Give/get feedback
  - Cope with issues

- **Stage 4 - Performing**
  - Synergy
  - Flexible
  - Resourceful
  - Open
  - Satisfied
  - Success
• Assess Resources
• Share the Vision
• Set Goals
• Encourage
Storming

• Build Trust
• Define Agreements
• Resolve Conflicts
• Coach
Communication

"Tell us what you think!"

Feedback

Negotiate

Win Win

leadership

GROWING OPPORTUNITIES

Norming
Performing

DELEGATE

RESULTS

FOCUS

CELEBRATE Success!
Effective Management ...

...builds trust

1. Focus on clarity, accuracy and thoroughness in communication.
2. Be consistent.
3. Set the goal of working as a team.
4. Never go with one-size-fits-all.
5. Listen and ask questions.
6. Recognize and reward hard work.
7. Remain as transparent as possible.
8. Encourage opinions and ideas.
9. Help people enjoy work.

https://www.entrepreneur.com/article/254547
THANK YOU!

- Head Start T/TA
- Strategic Planning
- Leadership
- HR Processes
- Shared Governance
- Team Development

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