



WORKSHOP ON FUNDAMENTALS OF MANAGEMENT

GOALS

- ☞ Consolidation of the knowledge, experience and skills of the workshop participants
- ☞ Raising the effectiveness of the managers through higher awareness of management functions and better allocation of responsibilities
- ☞ Optimization of the management mechanisms and the communication between the different management levels in the company

PARTICIPANTS

- ◆ Senior and middle-level managers, and would-be managers

MAIN TOPICS

- ◆ Basic management functions
- ◆ Leadership and management
- ◆ Decision-making skills
- ◆ Planning of tasks and resources
- ◆ Main steps and elements of budgeting
- ◆ Defining and setting tasks
- ◆ Job allocation through procedures, instructions and plans
- ◆ Performance management
- ◆ Reporting on daily, weekly and monthly basis
- ◆ Meeting the company objectives and the respective targets: Tangible basis for personnel assessment

TRAINING METHODS

- ◆ Interactive review on the key subjects
- ◆ Short presentations and discussions of the relevant issues
- ◆ Case studies and active exercises for development of key skills

TRAINING MATERIALS

- ◆ A package of reference materials
- ◆ Handouts related to the exercises

FACILITATORS

- 😊 Julian Usunov and Silvia Ivanova