

LEARNING OBJECTIVES:

The information provided in this publication is intended to help you:

- + Understand the differences between a manager and a leader.
- + Use appropriate managerial techniques.
- + Use principles of leadership.
- + Develop and implement your corporate mission, vision, and values through effective communication.
- + Develop your personal mission and vision statements.
- + Set clear and realistic goals.
- + Communicate effectively with staff, company stakeholders, and clients.
- + Develop a company culture appropriate to your organization.
- + Run effective meetings.
- + Build high-performance teams.
- + Set high ethical standards for yourself and your organization.
- + Practice effective decision-making and critical thinking.
- + Manage change.
- + Understand and develop corporate and social responsibilities.
- + Understand and develop environmental and social governance metrics.
- + Understand and implement lean management techniques.
- + Understand and use the 5S strategy.

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