

## **Executive Development Workshops -- A Modular Approach**

**Don Porter Associates (DPA) have 20 management education modules and 3 management education software packages which they draw from in custom tailoring executive development workshop for clients. The length of these workshops can be anywhere from one-half day to three weeks.**

All Don Porter training and development workshops place great importance on an **“experiential” approach to learning**. These modules capitalized on each participant’s personal experience and prior understanding of the subject by involving him or her in an active way.

The **modules are well documented** and the documentation serves as a workbook during the workshop and as a reference manual after the workshop to reinforce and sustain the learning. There are **three phases of activity in most modules** – self-study, lecture and discussion and application.

The **self-study phase** consists of reading a background paper for each session prior to its start. This provides participants with a common understanding of the concepts and ideas directly related to the topic. The paper also serves as a reference after the session to help reinforce the learning process.

The **lecture and discussion phase** help clarify and reinforce the concepts learned in the self-study phase. Participants draw on the knowledge and experience of the instructor and other participants. Powerpoint presentations and other visual material are used to illustrate what’s being discussed as a way of reinforcing and improving learning retention. Selected videos are used in some modules to enhance the learning process.

The **application phase** gives each participants a chance to apply what has been learned through the use of simulation exercises, case studies, role playing, in-basket exercises, and other individual and small group exercises. During this phase participants are encouraged to try various management styles and practices. The application phase is mixed in with the lecture and discussion phase.

**Don Porter Associates can custom tailor executive development workshops for your organization. The workshops can be conducted by Don Porter Associates or Don Porter Associates can train your people to conduct the workshops.**

**For additional information** on how Don Porter Associates can custom tailor executive development workshops for your organization, please contact Don Porter email [don@dpaglobal.com](mailto:don@dpaglobal.com) or telephone 937 296 1555.

## List of Management Education Modules

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| Belbin's Team Roles and Team Effectiveness | Strategic Planning/Management            |
| Team Leadership and Team Decision Making   | Short Range and Project Planning         |
| The Role of a Manager and Management       | Organization Structure and Relationships |
| Problem Solving and Decision Making        | Leadership Styles and Development        |
| Management by Objectives/Results           | Motivation Practices and Productivity    |
| Effective Time Management                  | Successful Delegation Techniques         |
| Effective Communications                   | Control and Feedback Systems             |
| Effective Meetings and Presentations       | Coaching/Counseling and Progress Reviews |
| Understanding/Managing Change and Power    | Performance Appraisals                   |
| Intergroup Conflict and Development        | Development of People / Career Planning  |

**Most modules consists of all three phases of activity – self-study, lecture and discussion, and application. The management education modules can be used in their present format, parts of modules can be used to form other modules, or the situations in the modules can be customized to reflect specific industries and organization cultures.**

**Workshops have been developed from the modules for multinational and global companies. These workshops have been conducted in many different countries and cultures throughout the world and have always been very well received**

## **Examples of Workshops Developed from the Modules**

### **Management Skills and Teamwork Workshop**

This workshop is usually a four or five day workshop and consists of five parts: management and team development; leadership and motivation; leadership and delegation; leadership and coaching/counseling; and leadership and team effectiveness. It draws from the modules concerned with those topics and also uses Interplace – Belbin’s Team Role Expert System. The purpose of the workshop is to improve the participants’ general management and team skills, performance, and results.

### **Time and Delegation Workshop**

This workshop is usually a one or two day workshop and draws from the effective time management, successful delegation techniques, and control and feedback systems modules. The purpose of the workshop is to improve the participants’ time management and delegation skills, performance, and results.

### **Strategic Thinking and Teamwork Workshop for Profits Centers/Business Units**

This workshop is usually a three to five day workshop and utilizes both BME...a team entrepreneurial business management experience and Interplace...Belbin’s Team Role Expert System. The purpose of the workshop is to improve the participants’ strategic thinking, business management, and team skills, performance, and results.

### **Strategic Management and Teamwork for Small Businesses**

This workshop is usually a three to five day workshop and utilizes both BME...a team entrepreneurial business management experience and Interplace...Belbin’s Team Role Expert System. The purpose of the workshop is to improve the participants’ small business strategic management and team skills, performance, and results.

### **Belbin’s Team Roles and Team Effectiveness Workshop**

This workshop is usually a one or two day workshop and utilizes Interplace – Belbin Team Role Expert System. The workshop focuses in on Belbin's team role concept, understanding team role profiles and reports, team roles and team productivity, team role applications and self development plans. The purpose of the workshop is to improve teamwork skills, team performance and team results.