

Management Assessment Seminars™

360° Assessment for Managers

Designed to provide valuable individualized assessment of the strengths and development needs of your managers (and potential managers), these seminars focus on key skill sets required to be effective on the job. In addition to self-assessment, information is gathered from supervisors, peers, and direct reports to provide confidential and objective insights. This information then serves as a foundation for individualized action planning to improve and enhance managerial skills.

Sessions & Topics

Orientation (6 weeks prior to program start, 1 hr)

- Program overview
- Distribution of 360° Assessment Instruments

Assessing Your Strengths as a Team Leader/Member (4 hrs)

- Exploring group dynamics and group development
- Experiencing teambuilding
- Assessing how your style affects the behavior of others

Communication Style (4 hrs)

- Assessment of your natural communication style
- Understanding how communication style is related to your effectiveness as a manager
- Exploring other effective styles, and when to use each

Management Style (4 hrs)

- Receiving 360° feedback on your natural management style
- Understanding how some management styles are more appropriate than others in different situations
- Exploring how to take advantage of strengths and how to minimize the impact weaknesses

Personal Growth (4 hrs)

- Understanding techniques for developing more effective management behaviors
- Selecting areas for personal improvement
- Developing personal action plans for change

Program Details

- Offered exclusively to organizations for their employees
- Tailored to the challenges of individuals
- \$1,295 per participant. Minimum of 15 participants. Fee includes consulting time with program director, instruction, assignments, all materials including assessments, post-course evaluation reviewed with the sponsor



Assessment Areas

Information Skills

- Getting and making sense of information
- Communicating information and ideas

Decision-Making

- Taking action, making decisions
- Risk-taking and innovation
- Administrative/organizational ability
- Managing conflict and negotiation

Interpersonal Skills

- Relationships
- Selecting/developing people
- Influencing, leadership, power
- Openness to influence and flexibility

Personal Resources

- Knowledge of job and business
- Energy, drive, ambition

Effective Use of Self

- Time management
- Coping with pressure
- Self-management, self-insight,

Information

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