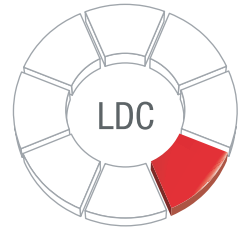




# Managing to Excel

Supervisors Library



The Learn2 Managing to Excel Library targets the needs of managers and supervisors responsible for managing schedule, quality, communications, personnel, budget, procurement, planning, and risk.

Each online course provides instruction through an interactive, audio-optional, self-paced learning experience. Pre-course assessment testing lets managers gauge their proficiency prior to taking each course, and post-course assessment testing measures improvement. Instructional modules are provided in the context of real-world scenarios and case studies. Quizzes, expert connections, web site references, printable job support tools, and bibliographies complete the learning experience.

Learn2 tutorials are designed to address the needs of busy professionals. Each course includes pre-course assessment and post-course assessment testing, quizzes, optional audio, exercises, self-paced tutorials, and real-world examples and scenarios. Learners interact with rich, multimedia tutorials in real-time with minimum impact on system and network resources. Learn.com uses patented streaming technologies that enable seamless delivery at breath-taking speed to learners even over connections as low as 18.8 kbps. delivery at breath-taking speed to learners even over connections as low as 18.8 kbps.

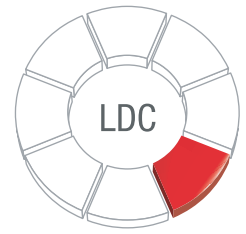


## Courses Included:

- ▶ Time Management and Prioritizing
- ▶ Counseling and Disciplining
- ▶ Getting Unbiased Information
- ▶ Giving Clear Information
- ▶ Identifying and Solving Problems
- ▶ Listening and Organizing
- ▶ Making Decisions, Weighing Risks
- ▶ Planning and Scheduling Work
- ▶ Setting Goals and Standards
- ▶ Thinking Clearly and Analytically
- ▶ Appraising People and Performance
- ▶ Training, Coaching and Delegating

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## Course

## Description

### **Time Management and Prioritizing**

*Time Management and Prioritizing*, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Administrative - Managing Your Job. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. *Time Management and Prioritizing* is an indispensable learning and reference tool for managers and individual contributors. The e-course helps the student define what's important, realize how to plan, prioritize, and organize work activities and shows how to set priorities. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

### **Counseling and Disciplining**

Counseling and Disciplining, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Supervisory - Building the Team. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Counseling and Disciplining is an indispensable learning and reference tool for managers and individual contributors. The e-course covers elements of effective counseling, a 5-step counseling discussion process, and strategies for handling disciplinary situations. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

### **Getting Unbiased Information**

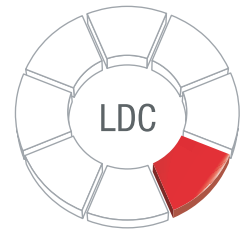
Getting Unbiased Information, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Communication - Relating to Others. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Getting Unbiased Information is an indispensable learning and reference tool for managers and individual contributors. The e-course explores the abc's of communication, explains how to probe for information and offers ideas for reacting to information and ideas. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

### **Giving Clear Information**

Giving Clear Information, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Communication - Relating to Others. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Giving Clear Information is an indispensable learning and reference tool for manager and individual contributors. The e-course covers the nature of workplace communication, the abc's of communication, and provides 5 steps for effective communication. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

# Managing to Excel

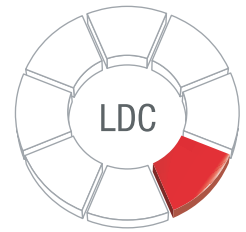
Supervisors Library



Course	Description
<b>Identifying and Solving Problems</b>	Identifying and Solving Problems is an indispensable learning and reference tool for managers and individual contributors. This course helps you improve skills and adjust behaviors by covering a systematic process for problem-solving, explaining the TEST model, and providing problem-solving tools. This course provides an interactive, self-paced learning experience and can be taken alone or as part of the Managing to Excel e-course suite.
<b>Listening and Organizing</b>	Listening and Organizing, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Communication - Relating to Others. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Listening and Organizing is an indispensable learning and reference tool for managers and individual contributors. The e-course covers how to listen analytically and actively. Integral to the e-course are interactive exercises, an assessment, printable job aids, expert connection, a learning community, Web site references, and a bibliography. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.
<b>Making Decisions, Weighing Risks</b>	Making Decisions, Weighing Risk is an indispensable learning and reference tool for managers and individual contributors. The e-course helps you improve skills and adjust behaviors by clarifying the difference between problem-solving and decision-making, providing a systematic approach to decision-making, and explaining limits, desirables, options, and risks. This course also includes a 10-step approach to decision-making and explores the involvement of others in the decision-making process. This course provides an interactive, self-paced learning experience and can be taken alone or as part of the Managing to Excel e-course suite.
<b>Planning and Scheduling Work</b>	Planning and Scheduling Work, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Administrative - Managing Your Job. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Planning and Scheduling Work is an indispensable learning and reference tool for managers and individual contributors. The e-course provides a systematic approach for analyzing projects and breaking them into individual tasks, assessing required and available resources, prioritizing work elements and organizational needs, and allocating the resources to best accomplish the organizations objectives. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

# Managing to Excel

Supervisors Library



## Course

## Description

### Setting Goals and Standards

Setting Goals and Standards, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Administrative - Managing Your Job. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Setting Goals and Standards is an indispensable learning and reference tool for managers and individual contributors. The e-course covers the function of missions and goals, the sources of goals, and the components of goals. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

### Thinking Clearly and Analytically

Thinking Clearly and Analytically, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Cognitive - Thinking Clearly. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Thinking Clearly and Analytically is an indispensable learning and reference tool for managers and individual contributors. The e-course covers the FACT model and provides strategies for better thinking. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

### Appraising People and Performance

Appraising People and Performance, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Supervisory - Building the Team. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Appraising People and Performance is an indispensable learning and reference tool for managers and individual contributors. The e-course covers the performance management cycle, and the tools and techniques for planning, monitoring and appraising performance. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

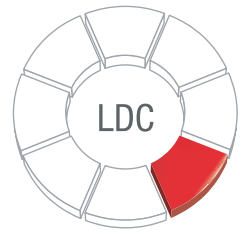
### Training, Coaching, and Delegating

Training, Coaching, and Delegating, an e-course offered in the Managing to EXCEL™ e-courses Suite, is covered in the competency series, Supervisory - Building the Team. The e-course provides instruction through an interactive, self-paced learning experience that creates opportunities to improve skills and adjust behaviors. Training, Coaching, and Delegating is an indispensable learning and reference tool for managers and individual contributors. The e-course covers the shape of development, and offers useful information for training and coaching employees, and for delegating to employees. This e-course can be taken as a stand-alone or as part of the Managing to EXCEL™ e-courses Suite.

ABOUT THE EXPERTS

# Managing to Excel

Supervisors Library



Appraising People and Performance  
Counseling and Disciplining  
Getting Unbiased Information  
Giving Clear Information  
Identifying and Solving Problems  
Listening and Organizing  
Planning and Scheduling Work  
Setting Goals and Standards  
Thinking Clearly and Analytically  
Time Management and Prioritizing  
Training, Coaching, & Delegating

## Scott Parry

HRD Press, Inc. is a leading publisher of off-the-shelf training and development resources for the training professional. Founded in 1970, HRD Press offers over 300 products including web-delivered and electronic assessments, ready-to-use workshops, and an extensive selection of off-the-shelf resources. The Managerial Assessment of Proficiency (MAPTM) assessment series and the Managing to EXCEL™ training workshops, made part of HRD Press' offerings through an acquisition of Training House, Inc., has been used by over 70,000 managers in twenty countries.

The Managing to EXCEL™ series was originally developed by Scott Parry, the noted management consultant and author, and was completely updated and revised in 2000. The following observation by Howard Ladewig, Professor and Graduate Programs Coordinator, Department of Agricultural Education, Texas A&M University, is indicative of the practical value of Scott Parry's work: "Scott Parry provides a systematic, understandable, and useful approach to training and development, including understanding learning, use of appropriate tools, and a focus on the proposed outcome of training."