

## Management Course Overview

### Purpose

- Developing the competence for continuous improvement and systematic development of the Award work by conveying the model, methods and tools of Award development in exercises on all practical fields
- Deepening the understanding of the key processes of the Award work as well as of the Award itself
- Getting to know the materials in the Toolbox
- Target groups: Members of the management team, Regional Representatives as well as student mentors and young leaders with management functions

### Outline and content

The course is structured as follows:

- In the Introductory Part, a preliminary overall picture of the strengths and weaknesses of your own Award work is created.
- In the Exercise Part, this picture is questioned and expanded step by step based on real problems and situations in all fields of Award work.
- On this basis, the action plan is created in the Planning Part.

### Media and materials

- The exercises are mainly based on Volume 2 of the Handbook, the planning part is based on the analysis according to Volume 3.
- A corresponding collection is available for the exercises. Numerous Toolbox shoots are used.

### Preparation and follow-up

The course ends and begins at home: as a preparation, the attendees from each Operator develop a self-assessment of their Award work – and after it, the Action Plan must be communicated and incorporated into the work in a suitable form.

### Common thread and schedule

Overview 1 shows the sample schedule of the digital course variant; the numbers in the left column refer to the corresponding subdirectory in the digital Course Folder. The specific plan for the current course is also provided there.

Overview 1: Management Course Schedule – digital Version			
	Time	Session	Building blocks
<b>Day 1</b>			
2	14.00 – 15.00	Introductory Session	Welcome • Course introduction • Introduction of participants
3	15.00 – 15.30	Model: Overview	Short presentation • Life self-assessment with the 'naked eye'
4	15.30 – 15.45	Model: Introduction to the exercises	Introduction to the exercises
4	15.45 – 17.45	Model: Exercises on Field A - Direction	Criterion 1: Anchoring in the mission of the own organisation; Stakeholder analysis • Criterion 2: Annual report for the internal environment
4	17.45 – 18.30	Model: Exercises for Field B - Execution (part 1)	Criterion 3: Team process
<b>Day 2</b>			
4	08.30 – 10.30	Model: Exercises for Field B - Execution (part 2)	Criterion 4: Mentoring process; marketing • Criterion 5: Key organisational processes
4	10.30 – 12.00	Model: Exercises on Field C - Results	Criterion 7: People feedback • Criterion 7: Compliance with the Criteria for Operating Authorities; Results in terms of strategic objectives
	12.00 – 12.30	Lunch Break	
5	12.30 – 14.30	Development Plan	Compilation of the exercise results • Prioritisation • Completion of the Action Plan • Presentation
6	14.30 – 15.00	Roundup	Summary • Feedback • Closing word

**Preparatory Homework:**

**Duration:** 2-3 hours

**Purpose:** Get to know the Award Development Model and, on this basis, identify obvious strengths, weaknesses and opportunities for improvement in the Award work of your own institution

**Content**

- Read Chapter 3.1 of the Handbook
- On this basis, carry out a self-assessment of the Award work of your own institution 'with the naked eye'

**Product:** Completed Toolbox Sheet # 94

**Social form:** Single person working or group work

**Tools**

- Handbook (especially Chapter 3.1)
- Toolbox sheet # 94

**Process**

- Read chapter 3.1 of the Handbook
- Edit Toolbox Sheet # 94
- Upload completed sheet # 94 into the homework subdirectory of the course folder

**Hints**

- Ambiguities and uncertainties are completely normal when you first get to know the model and will resolve themselves during the course: the small exercise is only intended as an introduction and for a better understanding of the reading.
- The numerical evaluation on the template is only used for discussion during the course, different scores for a criterion are very helpful.
- The exchange with other colleagues of the institution is only necessary during the course.

**Preparatory Homework**

		Strengths	Areas for Improvement	Scoring					Possible Action
A	1			0	1	2	3	4	
	2			0	1	2	3	4	
B	3			0	1	2	3	4	
	4			0	1	2	3	4	
	5			0	1	2	3	4	
C	6			0	1	2	3	4	
	7			0	1	2	3	4	