



Developing Leadership Competencies

6. ACTION MANAGEMENT-continued



On-the-Job Actions to Develop in Action Management

- Solicit input from people you consider to be "experts" at making risky yet usually successful decisions. Learn how they go about it, and develop a system that you can use.
- Establish specific monthly measures for the projects or files you are managing. Inform others of your specific expectations including what is to be accomplished and by when.
- On a quarterly basis, ask what you can do to enhance team productivity and job satisfaction. Based on this feedback, obtain the necessary information, personnel or other resources that will help the team meet its objectives.
- Select a few mission-critical things and get them done. Don't get diverted by trivia.

Public Service Courses

- Fundamentals of Budget Formulation and Control (F002 - Training & Development Canada)
- Activity-based Costing in the Public Sector (F013 - Training & Development Canada)
- Developing Workplans and Budgets (F706 - Training & Development Canada)
- Effective Decision Making (T904 - Training & Development Canada)
- Project Planning and Control: Techniques and Tools (R710 - Training & Development Canada)
- Project Management (R901 - Training & Development Canada)
- Staff Relations for Managers and Supervisors (P403 - Training & Development Canada)
- Integrated Resource Management (CCMD)
- Managing Human Performance (CCMD)