



SCHOOL OF EXECUTIVE EDUCATION
AND LIFELONG LEARNING

Foundations of Management for First Line Leaders

Develop the Necessary Skills to
Execute Roles and Responsibilities in the Company

Program starts May 2022, August 2022



Foundations of Management for First Line Leaders

OVERVIEW

To be operationally competitive, all companies need to develop their first line leaders to have a strong foundation of management skills necessary to be effective in their roles and responsibilities. Many of the actions and management decisions of first line leaders, supervisors, and managers will impact the success of a business, the level of engagement in the workplace, and the delivery of customer value and satisfaction.

Having a solid grasp of the Foundation of Management principles apply to all leaders managing different sizes of organizations — large or small, for-profit, or not-for-profit. Even solopreneurs and owners of small businesses need to be concerned about management principles in terms of planning, organizing, leading, and controlling the different functions of the company in order to be successful as an organization. Studies have shown that the most common reason attributed to small business failure is a failure on the part of management and execution.

Most companies operate in industries that are becoming highly volatile, complex, and competitive environment. Hence, a leader's primary responsibility is to address day-to-day issues promptly and collaboratively. The leader must be able to plan, organize, lead, and control well the various functions in their department and area of responsibility. This program will allow first line leaders, supervisors, and managers to develop the necessary skills to execute their roles and responsibilities in the company.

PROGRAM OBJECTIVES

- Learn the Foundations of Management framework
- Understand the different principles and processes involved in planning, organizing, leading, and controlling functions in managing a team
- Appreciate the basic levels of management and leadership
- Develop management skills important for leaders in transitioning well to their management and leadership roles
- Strengthen leadership and decision-making capabilities of first line leaders

WHAT YOU WILL LEARN

- Fundamentals of Management
- Self-mastery and personal strengths profile
- Problem-solving conceptual framework and methodology
- Brainstorming processes and techniques
- The communication framework necessary for collaborative critical thinking initiatives
- Application to day-to-day problems and issues

KEY BENEFITS

- Prepares and develops new leaders and key people in the organization
- Enhances the leadership competencies and management skills of participants
- Provides a framework to understand and apply the planning, organizing, leading, and controlling functions of management in actual work settings
- Strengthens the readiness of new leaders and top talent in taking on higher and expanded roles in the company

WHO SHOULD ATTEND

This program is designed for first line leaders, supervisors, managers, and individual contributors who want to transition well in their current or new management roles. This course is also intended for the leaders who need to strengthen their leadership skills so they can manage their responsibility for the team and the company better.

PROGRAM SCHEDULE

May 11, 13, 16, 17, 19, 2022
1:30 PM to 5:00 PM (GMT+08) on all dates

Aug 12, 15, 17, 19, 22, 2022 (AM) MWF
8:30 PM to 12:00 PM (GMT+08) on all dates

PROGRAM FORMAT

Delivered online via live virtual interactive sessions in Zoom

PROGRAM FEE

PHP 25,000.00 or USD 500.00*

*Based on USD 1 = PHP 50. The prevailing exchange rate at the date of payment may apply.

Let us know if you are interested to avail of early bird/group discount or discuss payment terms.

YOUR PROGRAM FACULTY



Alberto G. Mateo, Jr.
Clinical Professor, Finance and Leadership
Head, School of Executive Education
and Lifelong Learning
Asian Institute of Management

To find out how you can participate, contact us at SEELL@aim.edu or visit <https://go.aim.edu/seellinquiries>

Download our latest program calendar at <https://go.aim.edu/seellprogramcalendar>





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Your Program Faculty



Alberto G. Mateo, Jr.
Clinical Professor, Finance and Leadership
Head, School of Executive Education and Lifelong Learning
Asian Institute of Management

Professor Alberto G. Mateo, Jr. is a seasoned business leader, educator, and certified coach. He earned his coaching certification from the NeuroLeadership Institute and is currently a practicing executive coach. Professor Mateo brings with him thirty-four years of progressive experience in the fields of general management, finance, human resources, and management education with multinational sales organizations and academic institutions. He is currently the Head of the School of Executive Education and Lifelong Learning at the Asian Institute of Management. Before joining AIM, he was the President and Managing Director of HP Inc. and Pfizer, Inc. in the Philippines.



FOR INQUIRIES:
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Earning a SEELL Post-Graduate Certificate and Diploma

SEELL offers Post-Graduate Stackable Certificate Courses in various areas of concentration and discipline, which build an individual's qualifications and distinguish their professional value. It enables professionals to develop their proficiency in diverse areas of concentration in a personalized and more manageable manner.

By successfully completing SEELL's programs, credentials can be earned over time, stacked towards earning a Post-Graduate Certificate in an area of their choice, and ultimately, a Post-Graduate Diploma in Management. This leads to more career opportunities, advancement, and potentially high-paying jobs.

EARNING CREDENTIALS

Successfully completing the program earns participants one unit (1) which can be credited to the following:

- Post-Graduate Certificate in Leadership and Management
- Post-Graduate Certificate in Basic Management

*Post-Graduate Certificates require five (5) units earned within two (2) years.

Participants will also earn one (1) unit which can be credited to the Post-Graduate Diploma in Management.

*The Post-Graduate Diploma in Management requires a total of twenty (20) units earned within three (3) years.

ELIGIBLE PROGRAMS

For guidance on other eligible programs for Post-Graduate Certificates and designing your learning journey with SEELL, please email us at SEELL@aim.edu or visit our website at <https://executiveeducation.aim.edu>



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