

Managing for Productivity[®]

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Managing for Productivity[®] gives your managers and supervisors the skills they need to achieve measurable productivity and quality improvements.

MFP is a tested and proven management development/supervisory training system. More than 400 leading manufacturing companies, service and financial firms and government agencies use MFP to teach leadership skills, improve manager/supervisor/employee communication and gain measurable bottom-line results.

The MFP Manager

MFP helps your managers and supervisors become a driving force in your organization . . . leading the effort to capitalize on new opportunities, focus on key goals, solve problems and adapt to changing conditions. In short, “The MFP Manager” is the catalyst that makes *all* your employees more effective—as individuals and as members of work teams.

MFP Management and Supervisory Skills

To prepare your managers and supervisors for this crucial role, MFP provides a documented combination of video-based training, readings, case studies and on-the-job application of new techniques and approaches.

MFP teaches management skills that enhance productivity and quality, including how to:

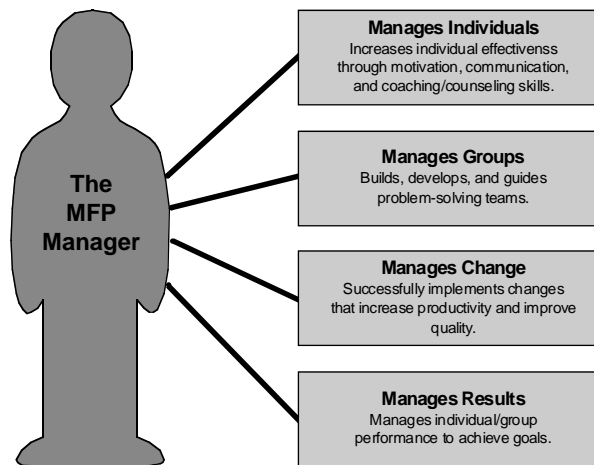
- Plan and Set Goals
- Review Performance
- Use Participative Management
- Motivate Individuals and Manage Groups
- Manage Change
- Lead Problem-Solving Teams
- Communicate with Superiors and Subordinates

Learning By Doing

Learning by doing is what *Managing for Productivity* is all about.

MFP develops management and supervisory skills in the context of the actual work situation, and requires that participants try out new techniques both during the training sessions and on the job.

MFP links management development and training directly with the everyday responsibilities of your managers and supervisors. The result is training that actually changes the way business is done in your organization . . . for the better.



Emphasis on Application

All of the MFP units give your managers and supervisors “hands-on” practice using new skills. The four special Application Modules, used in conjunction with the MFP Application Guide, enable program participants to immediately apply what they have learned to their own jobs.

MFP also provides a **Blueprint for Leadership** to help your managers and supervisors develop their own specific goals. MFP participants go back to the job confident and ready to put their plans for productivity and quality improvement into action.

MFP: Training for Organizational Effectiveness

Most management/supervisory training programs are designed to teach a handful of skills, usually through exercises that stress repetition and memorization. But to significantly improve the performance of your managers and supervisors, you will have to do more than show them a few new techniques.

MFP teaches skills that integrate your management team, build shared values and a common management language, improve inter-departmental communication and facilitate team problem solving. The result? Your managers and supervisors become the foundation of a more integrated, effective, and competitive organization.

Program Materials and Services

George H. Labovitz, Ph.D., president of ODI and Professor of Organizational Behavior and Management at Boston University, delivers a crisp, engaging video presentation to anchor each MFP module. The videotapes also contain vignettes that demonstrate by example how to use MFP skills back on the job.

The following training materials and services are available for *Managing for Productivity*

- Set of fourteen videocassettes
- Manager’s Workbooks and Application Guides
- Facilitator Manuals



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Unit #1 The Changing Role of Management

Unit #2 Motivation: Improving Individual Performance

Unit #3 Managing Diversity: Perceptions and Attitudes

Application Module A—Managing Individuals: Listening, Questioning, and Clarifying

Unit #4 Group Decision Making: A Teams-Building Process

Unit #5 Leadership

Unit #6 Participation and Productivity: Why, When, and How

Application Module B—Managing Problem-Solving Meetings

Unit #7 Managing Change

Application Module C—Managing the Change Process

Unit #8 Structuring Expectations

Unit #9 Managing Results: Monitoring and Feedback

Application Module D—Managing Performance

Unit #10 Organizational Integration: The Key to Quality and Productivity

Manager's Blueprint for Leadership

Cost-Effective, Flexible Implementation

Rather than bring in external consultants, ODI trains and certifies a number of your managers and staff to implement MFP in your organization.

Why? Because it is a cost-effective approach that builds a strong sense of program “ownership.” And because organizations that use MFP find that their managers and supervisors learn more—and more effectively put what they have learned into daily practice—when the training is delivered internally.

Just as important, MFP is exceptionally flexible. The program has been tested and proven at all management levels, in many different industries, and has helped to achieve a wide variety of goals. Many organizations have even substituted their own cases for those provided in the program to focus the training specifically on their most significant challenges and opportunities.

Finally, MFP can be implemented efficiently on just about any timetable that works best for you.

Managing for Productivity

About Organizational Dynamics, Inc.

Organizational Dynamics, Inc. (ODI) is a global management consulting, research, and training company that has been helping organizations manage change, improve quality and productivity, and enhance customer satisfaction since 1970. ODI is headquartered in Boston, London, and Singapore, with offices in major cities throughout the United States and the world.

More than 150 experienced professionals stand behind ODI's consulting services and training programs, which have been used by more than 2,000 organizations and over 250 medical centers and hospitals around the world. ODI works with many of the top 500 Fortune companies and other leading business, government, and healthcare organizations. Our clients include ABB, AirTouch Communications, BellSouth, British Airways, Caltex, CIBA-GEIGY, Columbia HCA, Citizens Utilities, Cox Communications, DOD, Electrolux, EPA, Eveready, Federal Express, General Electric, Gillette, the Hong Leong Group, Hybritech, Lufthansa, NASA, Nestlé, Overlook Hospital, Philips Electronics, Procter & Gamble, Saudi Aramco, SKF, TCI, Union Carbide, UNUM, the U.S. Coast Guard, the United States Postal Service, and Volkswagen.



