



PLANNING, ORGANIZING, LEADING, CONTROLLING (P.O.L.C)

Professional Certificate in Management Functions (POLC)

Course Code: M050/25

Duration: 2 Days

Delivery Format: Hybrid

Target Audience:

This program is designed for those who desires a need and have ambition for personal growth in their career and leadership development.

Program Outcomes:

Upon completion of this program, participants will be able to:

- Understand and apply the four fundamental management functions: Planning, Organizing, Leading, and Controlling (P.O.L.C).
- Execute effectively the managerial functions to achieve business outcomes.
- Apply tools and techniques to improve personal and team effectiveness.

Detailed Syllabus

Module 1: The Manager as a Planner

Outcome: Participants will be able to articulate a vision, set clear and achievable goals, develop strategies to reach those goals, and create integrated plans to coordinate team efforts.

Topics:

- Sharing Your Mission/Vision
- Setting & Defining Goals/KPI
- Establishing strategies to achieve goals

- Develop plans to integrate and coordinate activities

Activities:

- Strategy development workshops.
- Planning and coordination scenario simulations.

Assessments:

- Developing a personal or team vision statement.
- Creating a set of strategic goals.

Module 2: The Manager as a Leader (Influencer/Communicator)

Outcome: Participants will be able to set clear direction, build trust and confidence within their teams, effectively motivate and influence others, and develop foundational coaching skills.

Topics:

- Getting Buy-In from Subordinate, Peers & Management and Encouraging Participation
- Motivate and Influence
- Identifying needs

Activities:

- Leadership style self-assessment.
- Trust-building exercises.

Assessments:

- Identifying personal leadership strengths and areas for development.
- Developing a basic communication plan for a team.

Module 3: The Manager as an Organizer

Outcome: Participants will be able to organize work effectively to meet organizational goals, understand different organizational structures, and establish efficient procedures and schedules.

Topics:

- Arrange work to accomplish organizational goals
- Establish organization structure
- Sets up procedures and schedule

Activities:

- Workflow design exercises.
- Procedure development workshops.

Assessments:

- Proposing an organizational structure for a given scenario.
- Developing a standard operating procedure.

Module 4: The Manager as a Controller

Outcome: Participants will be able to establish performance standards, monitor results, identify deviations from standards, and implement appropriate corrective actions.

Topics:

- Establish standards to measure goals
- Monitor performance and results
- Provide feedback/Managing conflicts
- Taking corrective actions

Activities:

- Performance data analysis exercises.
- Root cause analysis techniques for identifying problems.

Assessments:

- Analyzing performance data and identifying variances.
- Proposing corrective actions for identified problems.

Module 5: Action Planning

Outcome: Participants will be able to develop personal action plans based on self-reflection, understanding their strengths and weaknesses, and learning from both successes and failures.

Topics:

- Circles of Life
- Reflection-Self-Sustainability
- Successes & Failures

Activities:

- Goal setting for personal and professional development.
- Reflection exercises on past successes and failures.

Assessments:

- Developing a personal action plan with specific, measurable goals.
- Reflective journal entries on personal development.