



“Leaders must know how to use information to identify emerging problems and opportunities and make good decisions.”

## Leadership Component 3: Execution

### Using Information to Manage for Results

#### Workshop Overview

Leaders must know how to use information to identify emerging problems and opportunities and make good decisions. Employees, teams, and operating units need performance feedback information. Managers need to see the impact of their decisions and initiatives on company performance. In *Using Information to Manage for Results* we show managers how to use information to coordinate, control, evaluate, and predict. We demonstrate different reporting formats and explain when each format is best used. We show managers how to design reports and interpret the information from them. We show them how to track the impact of their decisions and initiatives. We show them how to identify emerging problems and opportunities. We show managers how to help employees and teams use performance information to improve performance. We give managers the opportunity in the workshop to design the reports they need and to explore how better to use the reports presently generated in their company.

#### Workshop Objectives

1. Managers understand how to design and use reports to coordinate, control, evaluate, and predict.
2. Managers understand how to use reports to track the impact of their decisions.
3. Managers understand how to use reports for performance feedback and how to train employees and teams to use reports to improve their performance.

#### Take-Home Value for Managers and their Company

1. Managers become better leaders through the effective use of information.
2. Employees and teams use performance feedback to improve their performance.
3. Reports in the company are more meaningful and valuable to managers and employees.

#### Time Frame

1 day

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### **Post-Workshop Coaching**

Steve Dudley Associates is committed to the successful application of our workshop materials. We offer one-on-one coaching as a value-added option for each of our workshops. Please click on the “Coaching” tab to see a description of our workshop follow-up coaching program.

*Workshop: Using Information to Manage for Results*

Recommended coaching sessions: 2-4

- Identifying information needs and designing reports to satisfy those needs.
- Using reports to make better decisions and manage more effectively.

### **Group Facilitation**

Facilitation is provided to assist the management team in designing and using companywide performance reports to coordinate, control, evaluate, and predict.