

# Management by Objectives

## Course Overview:

Employees from various industries and levels will learn the most effective methods for managing and measuring goals through this program. Participants will identify the importance of performance indicators in organizational assessment.

## Course Outline:

### Module One: Introduction to Management by Objectives

#### MBO process

- MBO principles
- The Core of MBO
- Explain who advocated MBO
- Global approaches for MBO
- The purpose and Need of MBO
- Explain the Features of MBO
- Explain the Steps of the Process of MBO
- Advantages and disadvantages of MBO
- MBO process and strategy

#### Setting goals

- Goal setting
- The importance of setting goals
- SMART Objectives
- The prerequisites of Good objectives
- Explain the classification of objectives
- Levels of goals
- Track of Organizational goals according to MBO

### Module Two: Balanced Scorecard Perspective and Strategy

#### The BSc as a method

- Describe the Three Constituent Processes of MBO
- Explain Who can Use MBO
- Clarify the Strategies for Making MBO More Effective
- State the advantages of MBO to Organization and Employees
- MBO and employee motivation
- The role & qualities of the managerial leader in MBO
- The BSc for assessing & developing organizational performance

- Regulatory requirements for the implementation of the MBO
- Explain the drawbacks of MBO

#### **The four dimensions of the BSc**

- Balanced Scorecard history
- The importance of using the BSc
- The four dimensions of BSc
- List KRAs Managers should Focus for Clear Objectives
- The BSc Model
- The four dimensions of the BSc
- The linkage between the strategy & the four dimensions

### **Module Three: Key Performance Indicators**

#### **Key Performance Indicators**

- The concept of the Key Performance Indicators (KPIs)
- KPIs Measurement
- Importance of KPIs
- Types of KPIs
- Specifications for effective KPIs
- How performance Indicators are defined through the strategic plan
- Stages for Indicators preparation
- Identifying gap analysis
- Usages of KPIs

#### **Learning Objectives:**

Upon completion of this course, Learners will be able to:

- Discuss the concept of Management by Objectives
- Identify the Balanced Scorecards
- Discuss key performance indicators (KPIs)

#### **Who Should attend:**

Top-level management in an organization.

**Course Duration:** 2 days from 9:00AM to 4:00PM

**Registration Deadline:** one week before the course date

#### **Course Venue**

Top Business premises: 17, Abdel Wahab Selim Elbeshry St. Sheraton Heliopolis, Cairo, Egypt.

### **For Registration**

- Logon to [www.topbusiness-hr.com/Course\\_Register](http://www.topbusiness-hr.com/Course_Register) to fill a registration form. Alternatively you can request a registration form by mail from: [training@topbusiness-hr.com](mailto:training@topbusiness-hr.com).
- Course fees include material, light lunch, coffee break and certificate.
- Payment by cheque in Top Business's name, cash to our address or by bank transfer.
- Payment is due within 3 working days from course confirmation. Your registration is confirmed only after course payment
- Payment is nonrefundable, however participant can be substituted or can attend next confirmed round of the same course or another course.

### **For More Information**

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