

7 MAXIMS OF MANAGEMENT



PREFERRED TRAINING NETWORKS



**YOUR TRUSTED
LEARNING AND
DEVELOPMENT
ADVISOR**

7 **Maxims of Management is a practical course that breaks workplace management into 7 distinct principles.**

Participants will discover management tools they can use the very next day.

Managers make great organisations perform to capacity. A dedicated watchful manager is worth their weight in gold. They keep a clear head and are focused on achieving the organisational objectives.

Participants will learn how to balance results with relationships. Managing people, processes and priorities can be a complex balancing act. Yet managers make things happen.

They explore how behaviour, priorities, performance, operations, teams, and change are interconnected. They nip poor performance in the bud early.

By the end of the program, participants leave with simple frameworks they can use immediately to reduce drama, prevent recurring problems, and lead with greater confidence, fairness, and impact.

KEY COURSE CONTENT

- Set clear expectations and standards
- Prioritise work and focus team effort
- Manage calm, respectful conversations
- Handle difficult behaviour consistently
- Address underperformance early and fairly
- Keep day-to-day work running smoothly
- Build trust, morale, and team accountability
- Support people through change without losing momentum
- Manage meetings effectively
- Nip poor performance in the bud
- Manage psychosocial hazards
- Keep the team engaged
- Manage by objectives

NUTS AND BOLTS



Target Audience

New, step-up and/or existing managers



Duration

Available as a full-day or 2 day training course



Delivery

Available in-person at your organisation/venue, or virtual



Group Size

Recommended 4 to 10 participants



Resources

Participants receive a certificate of completion & opt for a free follow-up refresher course with the original trainer

GET A QUICK QUOTE

Let us know if you'd like a free, no-obligation quote for your organisation



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THE 7 MAXIMS OF MANAGEMENT WORKSHOPS



► Managing teams

Understand how to manage the team and not just the tasks

- Differentiate leading teams from managing tasks
- Notice patterns in team behaviour and energy
- Build trust and psychological safety



► Managing priorities

Handle organisation, and then focus the team's effort

- Differentiate urgent from important work
- Align team effort with key outcomes
- Make deliberate choices about what not to do



► Managing workplace behaviours

Dealing with behaviours calmly, clearly, and consistently

- Understand why poor behaviours occur
- Distinguish intent from impact
- Choose responses that de-escalate and reset expectations



► Managing operations

Keep work flowing smoothly even when it's busy

- Clarify roles, responsibilities and workflows
- Spot bottlenecks before they become problems
- Balance efficiency with people's wellbeing



► Managing poor performance

Address underperformance early, fairly, and confidently

- Recognise early signs of underperformance
- Separate the person from the performance
- Use constructive conversations that lead to change



► Managing change

Guide people through change with clarity

- Understand common reactions to change
- Communicate clearly and consistently
- Support people to adapt while keeping momentum



► Managing psychosocial hazards

Identify and mitigate psychosocial hazards

- Keep on top of psychosocial hazards
- Create a psychosocial safe workplace
- Mitigate emerging psychosocial risks early

