

A Compendium of Topics to Support Management Development in National Meteorological and Hydrological Services

ETR-24

**Education and Training Office
Development and Regional Activities Department**

WEATHER CLIMATE WATER
TEMPS CLIMAT EAU



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Topics to Support Management Development

- Coaching and mentoring
- Influencing, negotiating and managing conflict
- Leading your team
- Motivating your team
- Managing time
- Communicating effectively
- Managing human resources
- Managing finance
- Managing projects
- Managing change
- Planning strategically



Coaching and mentoring

Aims to:

- Provide the skills and tools necessary for individuals to act as a coach or mentor.

Expects you to be able to:

- Explain the similarities and differences between coaching and mentoring;
- Identify the benefits of coaching and mentoring;
- Deliver coaching sessions;
- Deliver mentoring sessions;
- Establish coaching and mentoring schemes.



Influencing, negotiating and managing conflict

Aims to:

- Acquire the knowledge, skills and techniques necessary to effectively influence, negotiate and manage conflict.



Expects you to be able to:

- Explain what is meant by emotional intelligence and describe ways in which it might be enhanced;
- Describe the key elements of influencing and negotiating;
- Use effective influencing and negotiating strategies;
- Explain the causes of conflict;
- Use effective strategies for resolving conflicts.



Leading your team

Aims to:

- To understand what is required of a leader and to acquire the tools and techniques needed to lead a team.

Expects you to be able to:

- Explain the differences between leadership and management;
- Describe the characteristics of a poor leader;
- Use leadership styles to fit the situation;
- Identify the various kinds of teams that might exist in an organization;
- Provide effective leadership of virtual teams;
- Recognize the stages that a group goes through to create a team;
- Describe the roles that might be taken on by team members;
- Set direction and monitor the performance of a team;
- Develop the skills required to be an effective team leader.



Motivating your team

Aims to:

- Acquire the skills and techniques necessary to improve your team's motivation, morale and performance.



Expects you to be able to:

- Define motivation and identify the benefits of a motivated workforce;
- Define morale and describe how it can be improved;
- Identify common motivators and demotivators;
- Apply a range of motivation theories;
- Motivate your team and yourself;
- Enhance employee involvement.



Managing time

Aims to:

- Provide the skills and tools needed to manage your time effectively and control your workload.



Expects you to be able to:

- Value time as a resource;
- Identify the symptoms of poor time management;
- Analyse the use of time;
- Identify major time wasters and how to control them;
- Prioritize and schedule tasks;
- Delegate tasks successfully.

Communicating effectively

Aims to:

- Acquire the skills and techniques necessary to communicate effectively.

Expects you to be able to:

- Explain the ideas underpinning effective communication;
- Apply communication principles, including when managing change;
- Develop your own communication style;
- Use questions, listen and explain effectively;
- Deal with difficult situations and provide feedback;
- Prepare a strategic communications plan and an associated work plan.



Managing human resources

Aims to:

- Understand and critically review an organization's approach to human resource management.

Expects you to be able to:

- Describe what goes into preparing and implementing a human resource plan;
- Describe the benefits of talent management and succession planning;
- Assess the effectiveness of processes for recruiting, selecting and inducting new employees;
- Explain how training and development activities can be used to ensure that employees have the required expertise and support continuing professional development;
- Assess the effectiveness of a performance management process;
- Explain the benefits of using competency frameworks;
- Describe the various ways in which employees might be rewarded;
- Explain the importance of implementing a health and safety policy and supporting the well-being, work-life balance, equality, diversity and inclusion of employees.



Managing finance

Aims to:

- Acquire the knowledge, skills and techniques required to use financial information to aid decision-making and understand an organization's financial.



Expects you to be able to:

- Explain why financial management systems are required;
- Describe the main elements and terms used in financial management;
- Prepare and monitor a budget;
- Explain the difference between accrual and cash basis accounting;
- Interpret the main financial statements;
- Develop a capital expenditure budget;
- Carry out an investment appraisal for capital expenditure.

Managing projects

Aims to:

- Provide the skills and tools necessary to establish projects and oversee their implementation.

Expects you to be able to:

- Explain the differences between operations, projects and programmes;
- Explain why some projects succeed and others run into difficulties;
- Describe the roles and responsibilities of key personnel;
- Describe the main project management methodologies and tools;
- Explain the importance of managing benefits and managing change;
- Ensure that projects are initiated, planned, executed and closed successfully.



Planning strategically

Aims to:

- Acquire the skills and techniques necessary to formulate and execute a strategic plan.

Expects you to be able to:

- Explain the benefits of and barriers to effective strategic planning;
- Make preparations for starting the strategic planning process;
- Clarify an organization's mission, vision and values statements;
- Carry out a strategic analysis and prepare a SWOT analysis;
- Build a strategic plan and align the strategy with the capabilities;
- Implement a strategic plan and monitor its implementation.



Thank you Merci



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