

MAP™/EXCEL™

The **MAP™/EXCEL™ series** consists of two major pieces:

(1) Managerial Assessment of Proficiency (MAP)™

- Two ½ day sessions to assess managerial competency in 12 areas and two management styles.

(2) Managing to Excel (EXCEL)™

- A series of twelve ½ day training modules in the twelve competencies assessed in the Managerial Assessment of Proficiency (MAP)™.

MAP™/EXCEL™ is facilitated internally using materials purchased from Training House, Inc. The twelve managerial competencies assessed in MAP™ and developed in EXCEL™ modules are grouped into four major categories. They are:

Administrative

Time Management & Prioritizing
Setting Goals & Standards
Planning & Scheduling Work

Relating to Others

Listening & Organizing
Giving Clear Information
Getting Unbiased Information

Thinking Clearly

Identifying & Solving Problems
Making Decisions, Weighing Risks
Thinking Clearly & Analytically

Building a Team

Training, Coaching, Delegating
Appraising People & Performance
Discipline & Counseling

Managerial Assessment of Proficiency (MAP)™: Additional Information

Logistics:

- Two ½ day sessions (8:00-12:15) approximately 4-12 days apart
- **Must** attend both half days
- Some prework before each of the ½ day sessions

Description:

- 1st half day - **“The Assessment”**: a video-driven competency-based simulation of typical management situations. Participants answer 266 true-false questions. The segments are timed and the entire group must stay on schedule. It is intense and requires active listening and dedicated time. Scoring sheets are completed and collected. The facilitator faxes them to Training House to be scored and for the Proficiency Profiles to be generated.
- 2nd half day – **“Feedback and Development Planning”**: Participants learn to interpret a Proficiency Profile, receive their own Proficiency Profile, and complete an Individual Development Plan (IDP) to focus on several major areas to develop or strengthen.

UC Implementation:

- Proficiency Profiles are confidential; participants control if they share their Profile with anyone, including their manager.
- Participants are expected to share their IDP (Individual Development Plan) with their managers.

Audience:

- Any level of management
- Aspiring managers
- Professional staff

Cost:

- \$120 for the two ½ days

Managing to Excel (EXCEL)TM: Additional Information

Description:

- Twelve ½ day training modules in each of the twelve competencies

Audience:

- The **Managerial Assessment of Proficiency (MAP)TM** is prerequisite to the EXCELTM modules.
- EXCELTM modules are independent and can be taken in any order; attend any or all twelve.

Cost:

- \$20 per workshop