



SCHOOL OF EXECUTIVE EDUCATION  
AND LIFELONG LEARNING

# Foundations of Management for First Line Leaders Online Program

Develop the Necessary Skills to  
Execute Roles and Responsibilities in the Company

Program starts 12 July 2021



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# Foundations of Management for First Line Leaders Online Program

## OVERVIEW

To be operationally competitive, all companies need to develop their first line leaders to have a strong foundation of management skills necessary to be effective in their roles and responsibilities. Many of the actions and management decisions of first line leaders, supervisors, and managers will impact the success of a business, the level of engagement in the workplace, and the delivery of customer value and satisfaction.

Having a solid grasp of the Foundation of Management principles apply to all leaders managing different sizes of organizations — large or small, for-profit, or not-for-profit. Even solopreneurs and owners of small businesses need to be concerned about management principles in terms of planning, organizing, leading, and controlling the different functions of the company in order to be successful as an organization. Studies have shown that the most common reason attributed to small business failure is a failure on the part of management and execution.

Most companies operate in industries that are becoming highly volatile, complex, and competitive environment. Hence, a leader's primary responsibility is to address day-to-day issues promptly and collaboratively. The leader must be able to plan, organize, lead, and control well the various functions in their department and area of responsibility. This program will allow first line leaders, supervisors, and managers to develop the necessary skills to execute their roles and responsibilities in the company.

## PROGRAM OBJECTIVES

- Learn the Foundations of Management framework
- Understand the different principles and processes involved in planning, organizing, leading, and controlling functions in managing a team
- Appreciate the basic levels of management and leadership
- Develop management skills important for leaders in transitioning well to their management and leadership roles
- Strengthen leadership and decision-making capabilities of first line leaders

## WHAT YOU WILL LEARN

- Fundamentals of Management
- Self-mastery and personal strengths profile
- Problem-solving conceptual framework and methodology
- Brainstorming processes and techniques
- The communication framework necessary for collaborative critical thinking initiatives
- Application to day-to-day problems and issues

## KEY BENEFITS

- Prepares and develops new leaders and key people in the organization
- Enhances the leadership competencies and management skills of participants
- Provides a framework to understand and apply the planning, organizing, leading, and controlling functions of management in actual work settings
- Strengthens the readiness of new leaders and top talent in taking on higher and expanded roles in the company

## WHO SHOULD ATTEND

This program is designed for first line leaders, supervisors, managers, and individual contributors who want to transition well in their current or new management roles. This course is also intended for the leaders who need to strengthen their leadership skills so they can manage their responsibility for the team and the company better.

## PROGRAM SCHEDULE

July 12, 14, 16, 19, 21, 2021

1:30 PM to 5:00 PM (GMT+08) on all dates

October 4, 6, 8, 11, 13, 2021

8:30 AM to 12:00 PM (GMT+08) on all dates

May 9, 11, 13, 16, 18, 2022

1:30 PM to 5:00 PM (GMT+08) on all dates

## PROGRAM FORMAT

Delivered online via live virtual interactive sessions in Zoom

## PROGRAM FEE

PHP 25,000.00 or USD 500.00\*

\*Based on USD 1 = PHP 50. The prevailing exchange rate at the date of payment may apply.

## YOUR PROGRAM FACULTY



Alberto G. Mateo, Jr.

Clinical Professor, Finance and Leadership  
Head, School of Executive Education  
and Lifelong Learning  
Asian Institute of Management

To find out how you can participate, contact us at [SEELL@aim.edu](mailto:SEELL@aim.edu) or visit <https://go.aim.edu/seellinquiries>

Download our latest program calendar at <https://go.aim.edu/seellprogramcalendar>



FOR INQUIRIES:

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## Your Program Faculty



Alberto G. Mateo, Jr.  
Clinical Professor, Finance and Leadership  
Head, School of Executive Education and Lifelong Learning  
Asian Institute of Management

Professor Alberto G. Mateo, Jr. is a seasoned business leader, educator, and certified coach. He earned his coaching certification from the NeuroLeadership Institute and is currently a practicing executive coach. Professor Mateo brings with him thirty-four years of progressive experience in the fields of general management, finance, human resources, and management education with multinational sales organizations and academic institutions. He is currently the Head of the School of Executive Education and Lifelong Learning at the Asian Institute of Management. Before joining AIM, he was the President and Managing Director of HP Inc. and Pfizer, Inc. in the Philippines.



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