

# Academic Programme

## 2<sup>nd</sup> Semester 2023



## COURSE

# Development of management skills: concepts and tools



Start date:  
**August 16<sup>th</sup>**



**Limited availability**



# Programme description

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Contemporary organizations face a demanding environment of changes. Leaders require knowledge and tools allowing them to manage complex scenarios and conduct adaptation processes effectively, thus adding the potential and talent to their team in an organized way and in synergy with the core institutional objectives.

Among the elements that must be developed are as follows: strategic alignment; change management; interpersonal management skills; emotional intelligence and resilience; administrative and financial foundations.

In this course, participants will identify the main managerial competencies through concepts and tools of strategic planning,

decision “architecture”, organizational change, leadership styles, decision making, teamwork, effective communication, conflict resolution, resilience and basic principles of finance. The objective is to learn the skills for a modern, strategic and efficient management.

The above elements strengthen managers and middle managers to make decisions and lead their teams assertively, which has a high impact on their commitment. They provide them with knowledge, skills, attitudes and experiences consistent with their position that have an impact on organizational efficiency, and on the welfare of social security users towards institutional efforts.

# General data

COURSE MODALITY	Online
COURSE CLASSIFICATION	Basic
ADRESSED TO	<ul style="list-style-type: none"><li>• Managers of social security institutions.</li><li>• Those who have staff under their charge and wish to acquire a vision and tools to make their management more efficient.</li><li>• People looking to strengthen their leadership within their institutions.</li><li>• Personnel with planning, administration or analysis activities related to the areas of human and financial resources, continuous improvement, supervision and control</li></ul>
SCOPE	At the end of the course, the participants will acquire the tools to strengthen their ability to make decisions, lead teams effectively, communicate clearly, resolve conflicts constructively, and improve the productivity and performance of their team.
GENERAL OBJECTIVE	Promote a work scheme that allows the students to know, learn, update and implement a modern and successful direction and management in the organizational field.

START AND COMPLETION DATE	August 16 <sup>th</sup> - September 13 <sup>th</sup> , 2023
DEADLINE FOR REGISTRATION	August 11 <sup>th</sup> , 2023
TOTAL LENGTH OF THE ACTIVITY	24 hours
COST OF THE PROGRAMME	250 USD (190 USD enrolment / 60 USD technological resource)
QUOTA	Minimum 20 students
HOST COUNTRY	Mexico
VENUE	Inter-American Center of Social Security Studies (CIESS)
LANGUAGE	Spanish with English simultaneous interpretation
TECHNOLOGICAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Computer</li> <li>• Internet connection: broadband</li> <li>• Browser: Chrome, Firefox, or Safari in their updated versions</li> <li>• Access to Zoom</li> <li>• Speakers and microphone</li> <li>• Web camera (optional)</li> </ul>

<div>TECHNOLOGY SKILLS (PREFERABLY)</div>	<ul style="list-style-type: none"> <li>• Use online communication tools such as email, discussion forums, chats, etc.</li> <li>• Use of video call programmes and virtual meetings.</li> <li>• Microsoft Word management.</li> <li>• Use of webcam and microphone.</li> <li>• Use of web browsers.</li> <li>• File and folder management.</li> <li>• Use of search engines and library data bases.</li> </ul>
<div>COURSE DYNAMICS</div>	<p>The course comprises four modules. In each module, theoretical classes will be developed in a synchronous virtual mode, and individual and/or group assessment activities with practical exercises will be provided.</p>

# Requirements for enrolment and permanence

<div>REQUIREMENTS FOR ENROLMENT</div>	<p>People in the management field in the organizations.</p>
<div>REQUIREMENTS FOR PERMANENCE</div>	<p>Complete the activities proposed in the virtual campus during the course.</p>

# Thematic modules

**1**

## Evidence-based management

**Lecturer:** Master Carlos Ivan Garcia

**Fechas:** August 18<sup>th</sup>, 2023 (16:00 to 18:00, Mexico City Time).  
August 23<sup>rd</sup>, 2023 (18:00 to 20:00, Mexico City Time).

### OBJECTIVE:

Recognize the relevance of using evidence for decision-making in the organizations.

### CONTENT:

1. Evidence-based management
2. Strategic planning
3. Management

**2**

## Skills for managers

**Lecturer:** Master Carlos Ivan Garcia

**Date:** August 30<sup>th</sup>, 2023 (18:00 to 20:00, Mexico City Time).  
September 1<sup>st</sup>, 2023 (16:00 to 18:00, Mexico City Time).

### OBJECTIVE:

Understand what strategic planning is and become aware of its importance to achieve a good management.

### CONTENT:

1. Communication
2. Decision making
3. Teamwork
4. Leadership
5. Ethics

## 3

**The basics of accounting and finance****Lecturer:**

Master Carlos Ivan Garcia

**Date:**September 6<sup>th</sup>, 2023 (18:00 to 20:00, Mexico City Time).**OBJECTIVE:**

Learn about the basics of accounting and finance for a better understanding of the financial aspects that used in an organization.

**CONTENT:**

1. Principles of finance and accounting
2. Costs, budget, and value of money

## 4

**Organizational development and quality****Lecturer:**

Master Carlos Ivan Garcia

**Fecha:**

September 8<sup>th</sup>, 2023 (16:00 to 18:00, Mexico City Time).  
 September 13<sup>th</sup>, 2023 (18:00 to 20:00, Mexico City Time).

**OBJECTIVE:**

Learn about the importance and main characteristics of a good management.

**CONTENT:**

1. Organizational development
2. Organizational culture
3. Quality service



# Assessment and accreditation requirements

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## EXPECTED OUTCOME

At the end of the course, the students will acquire the necessary skills and knowledge to apply best management practices, with a positive impact on the performance and results of their teams.

## REQUIREMENTS FOR ACCREDITATION

- Self-assessment and assessment of each module
- Delivery of proposed activities
- Final assessment



# Lecturers' resume

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## Guest Lecturer **Miguel Vazquez Flores**

PhD student in Sustainable Development at the Autonomous University of the State of Quintana Roo, Mexico. He holds a Master's Degree in Administration and Public Policies from the Center for Research and Teaching in Economics, A.C. (CIDE), and a Bachelor's Degree in Economics from the National Polytechnic Institute (IPN) in Mexico.

Miguel Vazquez has served as Professor of different subjects, such as: Microeconomics, Macroeconomics, National Development Policies, Sustainable Development, Public Finance, among others, at IPN.

With more than two decades of experience in the public sector, he has been involved in positions such as Deputy Coordinator of

Regional Development in the Government of the State of Tabasco and Advisor to the Headquarters of Government of the State of Oaxaca.

He has also contributed to research areas on Social Security, Results-Based Budgeting, and Integration Policies for the Development of Indigenous Communities. Finally, he participates as Consultant on strategic planning, policies for the eradication of gender violence and evaluation of public policies.



## Carlos Ivan Garcia

Public Administrator with postgraduate degrees in Municipal Strategic Planning from the Universidad de la Sierra Sur (UN SIS-SUNEO) and Public Management from the Center for Research and Teaching in Economics, A.C. (CIDE).

He participated in the Interdisciplinary Program in Education Policy and Practice (PIPE) at CIDE. Holds experience in State Public Administration at the Unit for the Development of Evaluation Policies of the Government of Oaxaca Headquarters. Project Manager in the Coordination of Planning and Evaluation for Social Development (COPEVAL). Advisor in the Secretary of Social and Human Development (SEDESOH).

Research Project Manager at the School of Public Administration of Mexico City (EAP) and Specialist for the American Commission on Organization and Administrative Systems (CAOSA) of the Inter-American Conference on Social Security (CISS).

Current Specialist Researcher of the Inter-American Center of Social Security Studies (CIESS).

He has taken courses and specializations in Government, management, and public policies, as well as in the use of socioeconomical indicators, evaluation of social policies and performance based on results.



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