TECHNICAL MANAGEMENT SERVICES

Basic Management Techniques

A 3, 4 or 5 Day, Hands-*On* Workshop for Government Employees

This workshop gives supervisors and managers the practical skills needed to plan, schedule, organize, direct and control resources to get results. The pragmatic, hands-on methods you learn are derived from proven success in government organizations. You will advance your skills in managing government employees, planning, accomplishing the mission, organizing, problem solving, facilitating change and making decisions.

In addition, you will learn how to be recognized as someone who gets results . . . *consistently*. A Personality Self-Test will also administered to allow managers and prospective managers to assess their own personality traits and appreciate the uniqueness that each type brings to the team.

The *Basic Management Techniques Handbook* you receive in this workshop is a powerful guide you will use for immediate results that your management will notice and appreciate and is yours to keep as a resource after the workshop is complete.

Topics included in this workshop—

- Managing and Supervising in a Government Environment
- The Key Steps in Planning
- Organizational Innovation
- Accessing the Motivation of your workforce
- Determining and Effectively Communicating Organizational Priorities
- Conceptual and Strategic Thinking
- Why and How Your Planning Should Reflect Your Organization's Mission Statement
- Organizing for Effectiveness
- Problem Solving & Risk Management for Supervisors and Managers
- Decision-Making Guide
- Using project management to your advantage
- Creating an Environment for Successful Projects
- Recognizing and Dealing with Personality Types on Your Team
- Maximizing Strengths of Personality Types on Your Team
- Dealing with Change and Conflict—Procedures for Making Change Work
- Getting Started & Assessing Progress—Processes for Keeping Work On Track
- Communication, Image & Influence
- Managing Problem Performance

- Directing and Controlling Resources
- Monitoring & Adjusting Performance
- Leading Ethics in Professional Organizations