

Seminar for New Managers

A 5-Day *Hands-On* Workshop

This one-week interactive seminar is designed to provide participants with the knowledge and skills necessary to help them meet the current and ever changing challenges facing Federal supervisors and managers today. 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.

Subjects Covered in This Workshop—

- Building High Performing Teams
- 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
- Developing a Vision
- Goal Setting Planning and Prioritizing
- Problem solving and decision-making
- Understanding Diversity
- Understanding and Creating an Organization Culture
- Dealing with Difficult People
- Design a personal Individual Development Plan