

# BASIC MANAGEMENT TECHNIQUES

A 3, 4 or 5-Day Hands-On Workshop

## **Course Description:**

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. 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.

## **Learning Objectives & Topics Covered in this Workshop:**

- Recognize and Deal with Personality Types on Your Team
- Manage and Supervise in a Government Environment
- Solve Problems & Manage Risk for Supervisors and Managers
- Enhance Motivation and Innovation in your workforce
- Determine and Effectively Communicate Organizational Priorities

**Audience:** This workshop is designed for government managers and leaders.

### **Toolkits:**

Each Participant will receive a **Student Handbook** and access to an **Online Toolkit**, containing tools such as checklist, tips, techniques, and numerous other tools to help you use your new skills immediately.

### **Additional Information**

**CEU Credits:** 1.7-2.8

**Suggested Program**

**Prerequisites:** None

**Advanced Preparation:** None

**Program Level:** Intermediate

**Field of Study:** Personal Development

**Delivery Method:** Group Live – Classroom