

SEMINAR FOR NEW MANAGERS

A 5-Day Hands-On Workshop

Course Description:

The 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. Participants will learn to lead effectively using proven, hands-on techniques to inspire the workforce and achieve immediate results.

Learning Objectives & Topics Covered in this Workshop:

- Understand and Create an Organization Culture
- Master techniques for planning, organizing, delegating, problem-solving and decision making
- Build High Performing Teams
- Develop a Vision
- Design a personal Individual Development Plan

Audience: This workshop is designed for leaders and managers.

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

CPE Credits: 34.0

CEU Credits: 2.8

Suggested Program

Prerequisites: None

Advanced Preparation: None

NASBA Program Level: Basic

NASBA Field of Study:

Business Management and Organization

Delivery Method: Group Live – Classroom

