



Basic Management Techniques

*A 3, 4, or 5-Day Hands on TMS Experience
Delivered in Live or Live Virtual Classrooms!*

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 be 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 and 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 all government personnel.

Toolkits:

Receive a **Student Handbook** and **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: 24.0 – 40.0

CEU Credits: 2.4 – 4.0

Suggested Program

Prerequisites: None

Advanced Preparation:

None

NASBA Program Level:

Intermediate

NASBA Field of Study:

Personal Development

Delivery Method: Group Live

– Live Virtual Classroom

