Learn to Manage Effectively

Enhance your management skills through this course for supervisors, managers, and emerging leaders. Nothing creates success like a solid foundation. Discover the keys for effectively managing your employees. Find out how to create clear expectations, engage and motivate employees, and increase your effectiveness through the use of the DiSC personality profile (included). By the end of the course we will have you managing like a pro - quickly and with confidence.

Course Objectives

- Understand how job expectations drive job performance.
- Learn how to evaluate job performance.
- Learn how to motivate and engage employees.
- Understand different types of motivation and rewards.
- Understand your behavioral tendencies.
- Understand the impact of your behavior on others.
- Understand how you perceive others.
- Recognize how others perceive you.
- Improve your communication with others.

Course Date: May 6—31, 2013
Registration Deadline: May 10, 2013
Fee: $295.00
(Upcoming Dates: July 1—26, 2013)