

Who: Leaders responsible for getting work done through others.

What: Advanced management development that relates the leadership function to organizational development. Covers topics such as managers versus leaders, managing from a global perspective, ethical dilemmas in leadership, gender and leadership and leading through empowerment.

When: May 3, 2019; 10 am to 2 pm

Where: Microsoft Innovation & Policy Center, 901 K Street NW, 11th Floor, Washington, DC 20001

Why: Our organizations deserve managers who can lead and leaders who can manage. Supervisors will already know the foundations of to: plan, organize, lead, and control. The manager will expand his expertise in the Art, Craft and Practice of getting things done through the staff.

**How much: No-charge, but registration is required**

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### **Agenda**

10:00 to 11:00 am

Introductions

Overview of Leadership, Management and Organizational Behavior.

Three Level of Management:  
First line supervisor (Director)  
Manager of managers (VP)  
Manager of the organization (C-level)

11:00 to 12:00

Plan, Organize, Lead, Control

Recruiting talent

Grooming successors

12:00 to 12:30 Lunch

12:30 to 2:00

Managing staff; peers, boss

The role of the Chief of Staff