

Management 101 Workshop

Monday, November 8th

Welcome & Program Overview

6:00 – 6:15 PM

Caleb Pascoe, Career Services Coordinator for the Leadership Institute

Discover Your Personal Leadership Style

Professor Francis H. Dong, Retired U.S. Army Officer and Management Consultant

6:15 – 7:15 PM

- How to transition from staff member to supervisor
- The key habits of highly successful managers

Foster Positive Team Morale

Professor Francis H. Dong, Retired U.S. Army Officer and Management Consultant

7:15 – 8:00 PM

- Methods of encouraging your team and incentivizing hard work
- Tailor your management style to suit your team's personality types
- Build a relationship that's both friendly and professional

BREAK

8:00 – 8:15 PM

Goal Setting and Project Delegation

Lyall Swim, Chief Operating Officer at Atlas Network

8:15 – 9:00 PM

- Communications strategies that will make your expectations clear
- Customer focus: keeping your team's focus on the needs of the client
- Assign projects not tasks

ADJOURNMENT NIGHT ONE

9:00 PM

Tuesday, November 9th

Welcome

6:00 PM

Caleb Pascoe, Career Services Coordinator for the Leadership Institute

Build a Strong Team

6:00 – 7:00 PM

- Understand the qualities you are looking for in your new employees
- How to interview potential staff to get an accurate assessment of their suitability
- Salary negotiation

HR and Formal Disciplinary Procedures

7:00 – 7:45 PM

- The basic principles of HR and how to apply them
- Types of performance reviews and how conduct them
- How to discipline and fire employees without breaking team morale

BREAK

7:45 – 8:00 PM

Manage a Budget

8:00 – 9:00 PM

- Align your budget with the overall vision and priorities of the organization and maximize resources to their fullest potential
- Keep costs down on your projects
- Keep your staff happy within the confines of your budget

ADJOURNMENT

9:00 PM