

MANAGEMENT

Nine Development Sessions	The group of participants will meet weekly for nine weeks. Each session will be approximately 2 - 3 hours in length. This process enables participants to “develop” since they will have application and practice time between sessions. Each session will end with specific goals and action steps to be accomplished by the next session.
Follow-Up Options	The group will meet quarterly for the three quarters following the last session, or your facilitator can arrange coaching sessions with each participant. Participants will present progress reports on their individual and organizational goals. When needed, additional content may also be part of these sessions. Work with your facilitator on the follow-up option that will work best for your unique situation.
Audio CD Series	<p>Twelve chapters of program content in audio form enables the participant to have multiple exposures to the content between sessions allowing the sessions to be hands-on and application oriented. Five exposures during the week between sessions result in content retention in excess of 60%.</p> <p>Content includes:</p> <ul style="list-style-type: none"> The Ever-Changing Managerial Role The Manager as a Leader Goal Setting for Success Turning Solutions into Action Organizational Goal Setting Managing Your Time Project Management Motivation and Confidence Decision Making Transactional Analysis for Managers Communications Dealing with Negative Behavior
Text	Exact same content as audio series with assessments at the end of each chapter for reinforcement of content. The text is also used as a reference guide.
Action Plan	<p>Self and Organizational Evaluation Sections include:</p> <ul style="list-style-type: none"> Dream Inventory Mental Development Social Development Physical Development Financial/Career Development Family Life Development Ethics and Beliefs Development Setting Goals and Establishing Priorities Goal Planning Sheets Organizational Goals Program Production Management Time Management People Management Goals Summary Sheets Goals Accomplished
Phone/Email Consultation	Participants within the group will have unlimited phone/email consultations with facilitator during the process.