

LEADERSHIP & MANAGEMENT

QNET & MTEC present:

Introduction to Management: The Basics

Tuesday, September 20 – 8:15 a.m. to 4:15 p.m.

The first in the Certificate in Management Development series, this workshop covers the full range of management and leadership responsibilities from planning, budgeting and scheduling; to organizing & staffing; to directing and supporting staff; and to controlling and problem solving.

Learn the core concepts of leadership style, how individuals and teams develop and role-play a discussion of performance management between a leader and a follower. This workshop also covers the basics of training new staff, goal setting, performance planning and review; assigning tasks; monitoring performance; dealing with performance problems; discipline, and other situations where the leader/manager is required to direct the work of others.

Students of the Certificate in Management Development should attend this introductory session to:

- Hear details of the full program and to meet other participants
- Learn the basics of management theory
- Fully understand the roles and responsibilities of a leader and manager
- Learn the concept of Performance Management

Instructor: Al Homes of SEQUUS is a management trainer, designer, consultant, evaluator, writer, and strategic planning facilitator. He has more than 25 years experience in the business either in his own consulting firm, in partnership with others or in association with the Manitoba Institute of Management.

This workshop is a core course in the:

Certificate in Management Development for Organizational Effectiveness*

The Certificate program consists of 70 credit hours:

- 7 core one-day courses (49 credit hours)
- 21 credit hours of optional courses. Details at www.qnet.mb.ca.

And

CAM:OE- This workshop is eligible for credit in the Certificate in Applied Management: Organizational Effectiveness (CAM:OE) in partnership with the University of Manitoba Continuing Education Division.

REGISTRATION FORM - Fax to (204) 949-4990 or register online at www.qnet.mb.ca

Name _____ Title _____

Organization _____ City _____

Ph _____ Fax _____ Email _____

*Receive a reduced fee by registering for all 7 courses. Visit www.qnet.mb.ca Certificate in Management for details.

\$195.00 + GST for Members of QNET MHA MFPA MRA

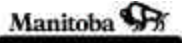
\$240.00 + GST for Non-Members

PAYMENT METHOD : Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholder name _____ Signature _____

An event confirmation will be sent one week prior to the course. Cancellations must be received in writing no later than Sept 12/05. After that time, the full registration fee will apply and only replacement participants will be accepted. Invoices will be sent for non-attendance. G.S.T. Reg # 899755334RT.



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