

LEADERSHIP & MANAGEMENT



QNET presents:

Management Essentials

Thursday, October 3, 2013 – 8:15 a.m. to 4:15 p.m.

Location: QNET – Suite 660, 175 Hargrave Street, Winnipeg

At this workshop, you will learn the basics of management and leadership theory:

- Understand the roles and responsibilities of a leader and a manager.
- Review leadership models and learn why you are successful in leading one person or group and not another.
- Learn how to develop individuals and teams to peak performance.
- Identify problems in motivation and how to deal with them.
- Practice a performance management discussion between a leader and staff.
- Review the basics in making hiring and firing decisions, in determining when to delegate and when to keep control, in developing, motivating and evaluating your staff, setting goals, designing work and dealing with performance problems and discipline.

Facilitator:

Heather Erhard is the founder and Director of Erhard Associates, a management consulting, coaching and training firm dedicated to improving individual, team and organizational effectiveness. She brings over 20 years of experience in leadership development, strategic planning, team building and facilitation. She is a certified Management Consultant (CMC), an Associate Certified Coach (ACC) with the International Coaching Federation and holds numerous certifications and designations. She is known for her ability to clearly identify clients' needs and provide a practical results oriented approach. Heather has taught at the University of Manitoba, the University of Winnipeg and Queen's University.

This workshop is:

- A core course in the 70 credit hour QNET Certificate in Management Development (CMD)
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba, Continuing Education

This session is presented by QNET in partnership with the Alliance of Manitoba Sector Councils and Industry Workforce Development, Manitoba Entrepreneurship, Training and Trade

REGISTER NOW - Fax this form to 204.949.4990 or www.qnet.ca to register online

* NOTE: Special rate if you register for all 6 CMD core courses

Name _____ Title _____

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\$329.00 + GST for Members of: QNET APICS cmbsc MTEC/Tourism MCCA
 \$399.00 + GST for Non-Members MFPA MPIA

Fee includes a light lunch.

PYMT METHOD: Cheque Enclosed VISA AMEX MasterCard G.S.T. Reg # 899755334RT

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Cancellations (by the attendee) must be received in writing no later than 6 business days prior to the session. After that time, the full registration fee will apply. Substitutions are accepted at any time. Invoices will be sent for non-attendance. All funds are charged in Canadian dollars. If the session is cancelled / postponed by QNET and you have already paid for the session, you will receive a credit by email – you can apply this to your credit card or request a refund cheque. QNET is a Scent-Free Zone: Due to the chemical sensitivity of some of our clients, we ask that you refrain from wearing perfume, sprays or cologne at the QNET Office.



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