

Administrative Management Workshop Series

Workshop Modules

Introduction

Module 1: The Manager's Role

Planning

Module 2: Strategic Planning

Module 3: Problem-Solving

Module 4: Tools & Techniques

Organizing

Module 5: Organizing the Work

Module 6: Workplace Communication

Leading

Module 7: Providing Leadership

Module 8: Motivating People

Controlling

Module 9: Workplace Controls

Module 10: People & Performance

Workshops include:

- Presenting theory and discussing the broad applications of the process
- Introducing and demonstrating useful tools and techniques
- Practicing skills - analyzing, problem-solving, and role-play in groups
- Reflecting on and planning for applying new skills at work
- Workbooks

PLANNING

ORGANIZING

LEADING

CONTROLLING

The Administrative Management Workshop Series consists of ten interlocking modules and is designed to appeal to new and aspiring supervisors and managers, as well as experienced managers and business owners looking to brush up on specific administrative skills. The workshops explore the functions of management within organizations and delve into the many skills required of a successful manager. Participation of management teams is encouraged.

Schedule your workshop today!

Call **902-405-3411** or email
mail@daleyprogress.com.