



The Manitoba Quality Network (QNET) presents:

# Essentials for Successful Management!

A series of one day workshops – in Winnipeg.

## PROGRAM OVERVIEW:

Managing effectively today requires knowledge of interpersonal communication skills, values and attitudes that drive individuals, as well as taking charge of your own personal strategic plan (knowing where you are going). These three workshops, which can be taken individually or all together, will provide participants with a solid personal foundation using interpersonal and competency based tools valuable for managerial and personal success. All participants will receive and utilize an extensive and internationally validated assessment profile for each workshop.

## WHO SHOULD ATTEND:

All individuals who are interested in enhancing their personal management and leadership performance capabilities.

### Interpersonal Communication... At Its Best

Tuesday, February 18, 2003 – 8:00 a.m. to 4:30 p.m.

*Workshop Overview:*

- Understand personal behavioral style, recognize and appreciate other's styles and the emotions that go with them and how to adapt and blend for improved communication and reduced conflict
- Gain increased understanding of self and others in solving problems, influencing people, coping with pace and change, and handling rules and procedures set by others.
- Visually assess the make-up (strengths, blind spots, potential conflicts) of a working team
- Understand the communication model and its impact in the workplace

*Assessment Profile:* Managing For Success – Employee / Manager Profile

### The Why Behind Decision Making

Thursday, March 6, 2003 – 8:00 a.m. to 4:30 p.m.

*Workshop Overview:*

- Understand the personal interests, attitudes and values that drive life, actions and decision making
- Recognize and appreciate others' attitudes and be able to "see the world through their eyes"
- Learn how to create environments that motivate others to action and how to gain endorsement of ideas

*Assessment Profile:* Managing for Success - Personal Interests, Attitudes and Values

### Maximizing Your Potential

Tuesday, March 11, 2003 – 8:00 a.m. to 4:30 p.m.

*Workshop Overview:*

- Develop a personal mission statement
- Create a personal strategic action plan leading to goal achievement, based on a personal soft skill competencies' assessment – special emphasis on Management, Leadership and Self-Management competencies development
- Understand what it takes to master the soft skill competencies of Management and Leadership

*Assessment Profile:* Personal Soft Skills Indicator (PSSI)

## WORKSHOP LEADER:

**Cec Hanec, Cec Hanec & Associates Inc.**, specializes in interpersonal communication skills, leadership development, self-management, workplace wellness, world class customer service, presentation skills, teamwork, coaching and implementing continuous improvement for businesses and organizations. Her *zest for life, energy and positive outlook* are her communication tools. Cec draws on her extensive years as an entrepreneur in the not-for-profit and cross industry business sectors to provide her audience with hands-on experience and personal insight.

*Each one day workshop is eligible for seven credit hours through the Certificate in Applied Management: Organizational Effectiveness Program (CAM:OE) in partnership with the University of Manitoba, Continuing Education Division. Please contact QNET if you are interested in obtaining credit.*

## FAX Registration to (204) 949-4990 OR Register Online - [www.qnet.mb.ca](http://www.qnet.mb.ca)

### Individual Workshop Fees:

- February 18: \$230.05 (includes \$60.00 assessment profile fee and \$15.05 g.s.t.)
- March 6: \$246.10 (includes \$75.00 assessment profile fee and \$16.10 g.s.t.)
- March 11: \$294.25 (includes \$120.00 assessment profile fee and \$19.25 g.s.t.)

### Attend all 3 workshops and save! (QNET Members only):

- \$663.40 (includes \$255.00 for three assessment profiles and \$43.40 g.s.t.)  
*This discount is available only QNET Members.*  
*Membership information can be found at [www.qnet.mb.ca](http://www.qnet.mb.ca).*

Payment Method:	<input type="checkbox"/> Cheque Enclosed	<input type="checkbox"/> Please Invoice	<input type="checkbox"/> VISA	<input type="checkbox"/> AMEX
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\*\*Event Confirmation: A fax will be sent one week prior to the event. \* It will include the event location. GST Registration # 899755334RT  
Cancellations must be in writing and received by QNET seven full business days prior to the event. Please note substitutions are accepted at any time.



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**This session is presented in partnership with Industry Training Partnerships, Manitoba Advanced Education & Training.**