

Certificate in Management Development for Organizational Effectiveness Workshop:

Introduction to Management: The Basics

Thursday, January 27, 2005 - 8:15 a.m. to 4:15 p.m. at MTEC Learning Centre (115-1821 Wellington Ave, Winnipeg)

Introduction to Management: The Basics

This workshop is the first in the Certificate in Management Development program. This workshop will cover 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. This workshop introduces the core concepts of leadership style, shows how individuals and teams develop and allows for practice of a Performance Management discussion between a leader and a follower. This workshop will cover 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.

The goals for this workshop are:

- To explain the full program and to meet the other participants
- To introduce participants to the basics of management theory
- To ensure that the roles and responsibilities of a leader/manager are fully understood
- To introduce the concept of Performance Management

Instructor: Al Holmes, SEQUUS

Al Holmes is a management trainer, designer, consultant, evaluator, writer, and strategic planning facilitator. He has more than 25 years experience in the business. He has worked in every part of Canada, in every sector and has worked in the US, Europe, Asia, Africa, the Caribbean, Central America and South East Asia.

This workshop is eligible for credit 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

The 7 Core/Required Courses are:

- Introduction to Management: The Basics - Jan 27
- Personality in the Workplace - Feb 10
- Leadership and Management - Feb 24
- Vision to Action: Achieve Business Goals & Objectives - Mar 8
- Coaching, Mentoring and Motivating - Apr 7
- Principles of Human Resource Management - Apr 21
- Building a Resilient Organizational Culture - May 5

Fee Structure for Core Courses:

- Core package* of 7 courses
 - \$1,050 + gst for QNET/MFPA/MHA/MRA members
 - \$1,500 + gst for non-members
- Individual core courses:
 - \$195 + gst per course for QNET/MFPA/ MHA/MRA members
 - \$240 + gst per course for non-members

*Note: A company may purchase the Core Package (to receive the discounted fee) and send different individuals to the courses.

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

Presented by:



454-167 Lombard Ave.
Winnipeg, MB, R3B 0T6
Ph (204) 949-4999
Fax (204) 949-4990
mail@qnet.mb.ca
www.qnet.mb.ca

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

NAME _____ TITLE _____

ORGANIZATION _____ CITY _____

PH _____ FAX _____ EMAIL _____

FEES: \$195 + GST for QNET/MRA/MHA Members \$240 + GST for Non-Members

I am a member of: QNET MFPA MRA MHA

I am registering for the entire 7 Course Core Package—Certificate in Management Development.

PAYMENT METHOD: Please Invoice Cheque Enclosed VISA AMEX MasterCard

Card # _____ Expiry _____

Cardholders Name _____ Signature _____

An event confirmation will be sent one week prior to the workshop. Cancellations must be received in writing no later than Wednesday, January 19/05. 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)

Partners:

Manitoba Food Processors Association (MFPA) / Manitoba Hotel Association (MHA) Manitoba

Restaurant Association (MRA) / Canada Manitoba Business Service Centre

Industry Training Partnerships, Manitoba Advanced Education & Training

