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Patrick Edgar



Educational
Background:

Doctor of Public Administration,
University of Southern California
BA History/Political Science and
Master of Public Administration,
University of Montana
Master of Divinity, Franciscan
School of Theology, Berkeley,
California

INSTRUCTORS

Jane Rhodes



Educational
Background:

M. Ed - Masters in Education,
Montana State University, Northern
BS - Secondary Education
(Mathematics), University of
Montana, Western
Certified Leadership Challenge@
presenter

REGISTRATION

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pdc01@mt.gov

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(406) 444-3871



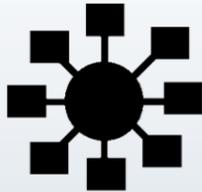
EFFECTIVE MANAGEMENT SERIES

STATE PROFESSIONAL DEVELOPMENT CENTER



EFFECTIVE MANAGEMENT SERIES

This training is designed for supervisors



With over 25 years of research, Gallup, Inc. considers the manager critical to employee engagement. With over 70% of the country disengaged from work, costing \$450-\$550 billion annually, who manages a team is an important decision organizations must make. Learn what it takes to build an engaged and productive team in the Effective Management Series.

1 SUPERVISION FOR THE 21ST CENTURY

Background

In this series, you will have the opportunity to blend the foundations of managing processes and developing people, while meeting the team's mission and objectives. Effective management is about working efficiently and effectively in your organization with confidence.

Whether an experienced supervisor or seeking to become one, management and leadership skills need to be continually developed. This course provides the foundation to effectively supervise a team. We overview and analyze management and leadership constructs and look at work engagement as a tool to improve performance.

2 STRATEGIC PLANNING

Setting goals, planning the work, and determining priorities help set expectations and provide direction for organizations. This class will discuss strengths, weaknesses, opportunities, and threats that impact our plan. We will also discuss the elements of a well-managed meeting.

3 MYERS BRIGGS AND COMMUNICATION

Myers-Briggs Type Indicator (MBTI) class participants will gain a greater understanding of their self-portrait and develop an appreciation for different personality types. Participants will learn strategies to communicate better with others.



4 MANAGING CONFLICT

Disagreements are often based in miscommunication and/or a lack of communication. Differing values, opposing objectives, different work styles, and personality types can set the stage for conflict. In this class, we'll explore the roots of conflict and how to communicate clearly to understand and resolve differences.



5 HR TOPICS

Managers need general knowledge of the following laws: Americans with Disabilities Act (ADA), Family Medical Leave Act (FMLA), Federal Fair Labor Standards Act (FLSA), and Equal Employment Opportunity (EEO). We'll discuss these topics along with interview, hiring, and onboarding practices.

6 PERFORMANCE MANAGEMENT

Effective managers and leaders provide constructive feedback. Appraisals have traditionally been the primary vehicle for formal feedback, and many believe performance management is synonymous with appraisals, but are they missing the bigger picture? This class will look at managing and developing work performance.

7 DOCUMENTING

DISCIPLINARY ACTION

When coaching, mentoring, and leadership techniques fail to achieve desired performance behaviors, what do you do? We'll discuss ways to carry out discipline using oral and written warnings, and further progressive steps with the goal to improve performance.

8 SIMULATION

In an exercise-based setting, participants will work to integrate information from the previous seven classes to make management decisions.

Available for POST, CEU, and OPI Renewal



8:30 a.m. - 4:30 p.m.



Investment:

Each class costs \$123 + any additional materials fees

Take all 8 classes for \$695 + 10% materials fees

(Discounts for multiple attendees from one organization)