

Facilities: Champlain College Campus & Doubletree Hotel, 1117 Williston Road, South Burlington, VT.

Registration information: Limited seats are available, so reserve your space now by using our secure and easy online registration at: go.champlain.edu/management.

Cost: The cost of the full program is \$2,495 (**Save \$200! Register by March 15, 2010**) The cost includes the administration of professional assessment tools, a 1GB thumb drive pre-loaded with training materials, a reflection journal, continental breakfast, morning and afternoon beverage/snack breaks as well as networking lunches with fellow attendees, prominent Vermont business leaders and special guests.

Tuition Assistance: The Vermont Training Program has approved 50% in tuition reimbursement for Vermont residents employed in environmental, healthcare, information technology, manufacturing or telecommunications industries.

Contact Cathy Brotzman at (802) 865-5471 or brotzman@champlain.edu for more information or assistance with registration.



The Workforce Development Center (WDC) was established to meet the workforce demands of businesses and organizations. Champlain College understands the complexities of running a successful enterprise and delivers programs that directly impact quality, productivity and professional/technical development while improving the bottom line. To learn more, go.champlain.edu/wdc or call toll-free at (866) 531-9666 or (802) 865-5471.



REGISTER TODAY!
go.champlain.edu/management
or call (802)865-5471.

Management Excellence Seminar Series

APRIL 9, 16, 23, MAY 6, 7
Champlain College
Burlington, Vermont



Overview

Talented professionals are often promoted into management or team lead positions on the basis of their expertise and performance in functional or technical roles. When they confront the demands of their new roles, however, they may find functional competence alone does not prepare them for the challenges of motivating people, resolving conflicts, delegating and leading teams, decision-making, managing a diverse workforce, and improving performance.

The Management Excellence Seminar Series delivers a set of skills that provides the support all managers need to be successful. The format is interactive and spread over a five-week period so participants can integrate sessions into their schedules without having to be away from the workplace for an extended period of time. The integration of management concepts with real workplace scenarios ensures an immediate impact. Even experienced managers have found this series to be extremely useful!

Instructors

Cortney Cahill, M.S.O.D. Principal of Cahill Collins Consulting Partners with 12 years of experience coaching, facilitating, and consulting.

Hal Colston, Ph.D. Founding director of Good News Garage & NeighborKeepers, nonprofit and community leader.

Bill Hancy, M.S.O.D. Principal of Epiphancy, organizational development practitioner providing expertise in leading change initiatives.

Beth Kuhn, MILR Project Director at United Way of Chittenden County working with employers on anti-poverty and economic development issues.

Sarah Merritt, SPHR Micro-finance consultant and former Senior VP of Human Resources at Chittenden Corporation.

Michael Miceli, MBA Principal of Miceli Consulting Group and adjunct professor of business at Champlain College.

Kerin Stackpole, Esq. Partner with Bergeron, Paradis & Fitzgerald concentrating in employment law.

Session Descriptions

Day One

8:30 A.M.–5:00 P.M.

Friday, April 9

Management Styles and Developing Your Team :: Gain an understanding of your own management style and how to get the best out of your team. *(Working lunch)*

Day Two

8:30 A.M.–5:00 P.M.

Friday, April 16

Motivating, Coaching & Managing Conflict :: Strengthen skills to creatively and constructively solve workplace conflicts and manage employees. Incorporate coaching and mentoring strategies to support your team members and improve results. *(Working lunch)*

Day Three

8:30 A.M.–5:00 P.M.

Friday, April 23

Creating an Inclusive Workplace :: Create and sustain a culture that is welcoming of individual differences. *(Working lunch)*

Spring Break Week April 26–30

Day Four

8:30 A.M.–NOON

Thursday, May 6

Workflow and Process Improvement :: Acquire essential foundational knowledge and methodology to streamline work processes. *(Working lunch)*

1:30 P.M.–5:00 P.M.

Effective Decision-Making :: Apply a practical approach to making effective, sustainable decisions in the workplace.

Day Five

8:30 A.M.–11:30 A.M.

Friday, May 7

Managing Workplace Performance :: Develop, set and communicate clear objectives and expectations for optimal performance. *(Lunch celebration)*

12:30 P.M.–3:30 P.M.

Performance Management – A Legal Perspective :: Explore workplace best practices from the perspective of an employment law attorney.

3:30 P.M.–4:30 P.M.

Wrap-Up :: Share insights and practices and learn from others in this final wrap-up session.