

**Facilities:** Sessions will be held on Champlain's Burlington campus in award-winning, cutting-edge facilities.

**Parking:** Free parking is available on campus.

**Registration information:** Limited seats are available, so reserve your space now by using our secure and easy online registration at: [www.go.champlain.edu/management](http://www.go.champlain.edu/management). For questions or more information, contact Cathy Brotzman at (802) 865-5471 or [brotzman@champlain.edu](mailto:brotzman@champlain.edu).

**Cost:** The cost of the full five-day program is \$2,495 (**Early Bird registration by April 15, 2008, \$2,295.**) Additional single seats may be purchased for \$275/session for days 2, 3 & 4 on a space-available basis by companies purchasing at least one full program.



The Vermont Training Program will provide \$600 in tuition reimbursement to Vermont companies in the information technology, healthcare, telecommunications, environmental and manufacturing industries for each participant registered for the full program. Contact Cathy Brotzman at (802) 865-5471 for more information.

The Workforce Development Center (WDC) was established to meet the workforce challenges 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, [www.go.champlain.edu/wdc](http://www.go.champlain.edu/wdc) or call toll-free at (866) 531-9666 or (802) 865-5471.

**Register Today! [www.go.champlain.edu/management](http://www.go.champlain.edu/management) or call (802)865-5471.**



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## Management Excellence Seminar Series

MAY 30, JUNE 6, 13, 19 & 20  
Champlain College  
Burlington, Vermont



## Overview

Talented professionals are often promoted into management 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 managing and developing people, delegating and leading teams, resolving conflicts, allocating financial resources, and understanding the legalities of the employer-employee relationship.

The Management Excellence Seminar Series delivers a set of skills so new managers can hit the ground running. 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.

## Instructors



**Michael Miceli, MBA** is an Adjunct Professor in Champlain College's Division of Business and at Northeastern University. He is the principal of the Miceli Consulting Group, a leading management consulting firm serving Fortune 500 corporations such as DuPont, Kodak, GE, Gulf, HP, IBM and Pricewaterhouse Coopers, as well as privately held companies.



**Linda Miller, CPA, Ph.D.** Linda Miller is currently Assistant Dean of Business & Accounting programs in Champlain College's Division of Continuing Professional Studies, and has spent the past 20 years in higher education and corporate training at Penn State and The University of Vermont. Linda also has years of corporate experience as a consultant.



**Annie Viets, Ed.D.** After six years at The University of Vermont School of Business Administration, Annie Viets is currently Associate Professor of Management at SIT Graduate Institute and Chair of its Management degree. Annie has held senior executive and consultant positions with the Hay Group, Fletcher Challenge, Ltd. and Ben & Jerry's Homemade.



**Jim Whitney, MBA** Jim Whitney is Champlain College's undergraduate Program Director for Business & Management. He teaches strategy and other management courses in both the undergraduate and MBA programs. Jim also worked in management positions at small and Fortune 500 firms. He is a principal in StrateQi, an executive coaching and management consulting practice.

**Day One**  
Friday, May 30  
8 a.m.–5 p.m.  
Discovering Your Inner Manager: The Management Role  
*(lunch included)*

**Day Two**  
Friday, June 6  
8 a.m.–noon  
The Bottom Line: Finance and Accounting  
*(lunch)*  
1 p.m.–5 p.m.  
Goal-Oriented Decision Making

**Day Three**  
Friday, June 13  
8 a.m.–noon  
Legal People-Savvy for the Smart Manager  
*(lunch)*  
1 p.m.–5 p.m.  
All They Can Be: The Performance Relationship

**Day Four**  
Thursday, June 19  
8 a.m.–noon  
Lemons into Lemonade: Transforming Workplace Conflicts  
*(lunch)*  
1 p.m.–5 p.m.  
Memorable Meetings: From Agenda to Follow-up

**Day Five**  
Friday, June 20  
8 a.m.–noon  
The Power of People Together: Leading Teams  
*(lunch)*  
Noon–2:30 p.m.  
Wrap-Up and Lunch Celebration

## Session Descriptions

### Day One

**Discovering Your Inner Manager: The Management Role ::** Understand individual management style and the management challenges of getting results with and through others.

### Day Two

a.m.

**The Bottom Line: Finance and Accounting ::** Acquire essential foundational financial knowledge to budget and make critical resource decisions.

p.m.

**Goal-Oriented Decision-Making ::** Apply discipline and structure to the decision-making process to achieve the best balanced choice.

### Day Three

a.m.

**Legal People-Savvy for the Smart Manager ::** Understand and respect the rights and responsibilities of employees and the manager's role in the employment relationship.

p.m.

**All They Can Be: The Performance Relationship ::** Develop goals, goal-setting, coaching and evaluation skills to motivate employees to achieve and excel.

### Day Four

a.m.

**Lemons into Lemonade: Transforming Workplace Conflict ::** Deal creatively and constructively with sensitive workplace disagreements and difficult employees.

p.m.

**Memorable Meetings: From Agenda to Follow-up ::** Plan, facilitate and follow up on meetings that are professional, organized and productive.

### Day Five

a.m.

**The Power of People Together: Leading Teams ::** Lead departments, teams and task forces to maximize collaboration and synergy.

p.m.

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

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