

Foundations of Leadership & Management Program

Dates:
TBD (bi-weekly sessions)

Location:
Training & Development Center

Registration:
TBD

Enrollment Fee:
\$500
includes: orientation, nine classes, a wrap-up session, all handout materials, refreshments, and a program toolkit.

Questions?:
For additional information contact Tracey O'Malley at 706.542.0251 or tomalley@uga.edu

Training and Development is pleased to offer the *Foundations of Leadership and Management Program*, designed for new or aspiring managers at the University of Georgia. With over 50 hours of instruction and hands-on experiences over a six month period, this comprehensive curriculum expands the understanding of the role of supervisor.

PROGRAM FAQ'S

Who should attend?

New and aspiring managers are encouraged to apply.

How do I apply to the program?

All interested candidates must complete and submit a Program Application for consideration.

Are there any requirements to participate? Participants must have a high school diploma (or GED) and minimal (six months or less) or no supervisory experience.

How will I know if I'm selected?

Those accepted to this cohort program will be notified via email .

How long is the program?

The program lasts approximately six months, with sessions scheduled bi-weekly.

Will I receive a certificate?

Yes. A certificate of completion will be awarded to those who attend all sessions.

"You got to be careful if you don't know where you're going, because you might not get there."

-Yogi Berra

Seminar topics include:

- Leadership & Team Building
- Conflict Management
- Diversity in the Workplace
- Business Writing Skills
- Legal Issues
- Public Speaking
- And much more!

Training and Development Center
315 S. Thomas St. Athens, GA 30602
(706) 542-7062
<http://www.hr.uga.edu/careerdev/career.html>



Foundations of Leadership and Management Program

Seminar	Description
Orientation	Introduction to the program.
Navigating the Waters	Addresses UGA's unique culture, history, important facts; discusses ethical issues, responsibilities of supervisors; understanding diversity and creating an inclusive environment
Safety and Legal Issues	Building safety and emergency response; EEOC, hiring, and legal issues such as ADA compliance and sexual harassment.
Business Writing Basics	Fine-tune your business writing skills.
Speaking of Success	Learn how to relax during any presentation, meeting or group discussion, and speak powerfully as yourself.
Business Etiquette	Business etiquette is still alive and well and necessary in the 21st century workplace! This contemporary seminar focuses on enhancing your professional networking skills including handling meetings and social situations.
Hiring the Best	Learn about the interviewing and hiring process.
Exploring the Individual	Myers-Briggs session.
Leadership and Team Building	Identify personal management style; success through team building.
Managing Change, Managing Conflicts	Study the effects of change in the workplace, how to manage change; examine conflict management.
FLMP Wrap Up	Recap and wrap up!

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