

# LEADERSHIP & MANAGEMENT



QNET presents:

## Introduction to Management: The Basics

In Winnipeg – Wednesday, January 26, 2011 – 8:15 a.m. to 4:15 p.m.

In Steinbach – Wednesday, January 19, 2011 – 9:00 a.m. to 5:00 p.m.

The first in the Certificate in Management Development (CMD) series, this workshop covers the full range of management and leadership responsibilities from planning, budgeting and scheduling; to organizing and staffing; to directing and supporting staff; and to controlling and problem solving. You need not be enrolled in the CMD to take this course.

Learn the core concepts of leadership style, how individuals and teams develop and role-play a discussion of performance management between a leader and a follower. This workshop also covers 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.

Attend this session to learn the basics of management theory; fully understand the roles and responsibilities of a leader and manager; and learn the concept of Performance Management.

**Facilitator:** **Al Holmes** of SEQUUS is a management trainer, designer, consultant, evaluator, writer, and strategic planning facilitator. He has more than 25 years experience in the business either in his own consulting firm, in partnership with others, or with the Manitoba Institute of Management.

This workshop is:

- A core course in the 70 credit hour Certificate in Management Development (CMD)
- Eligible for credit in the CAM:OE (Certificate in Applied Management: Organizational Effectiveness) in partnership with the University of Manitoba Continuing Education

**REGISTER NOW** - Fax this form to (204) 949-4990 or [www.qnet.ca](http://www.qnet.ca) to register online

\* NOTE: Special rate if you register for all 6 CMD core courses

Name \_\_\_\_\_ Title \_\_\_\_\_

Organization \_\_\_\_\_ City \_\_\_\_\_

Ph \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

\$319.00 + GST for Members of:  QNET  MTEC/Tourism  MFPA  MCCA  MPIA

\$389.00 + GST for Non-Members

**PAYMENT METHOD:**  Cheque Enclosed  VISA  AMEX  MasterCard

Card # \_\_\_\_\_ Expiry \_\_\_\_\_

Cardholder name \_\_\_\_\_ Signature \_\_\_\_\_

Participants will receive location and final details approximately 3 days prior to session; please contact QNET if you do not receive this information. Cancellations must be received in writing no later than 6 business days prior to the course. After that time, the full registration fee will apply. Invoices will be sent for non-attendance. Replacement participants accepted anytime. G.S.T. Reg # 899755334RT.

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