



The Training Place

Mission: Responding to community needs by providing performance improvement solutions resulting in economic development, sustainability, and growth.

NEW! Manager Development Program

Presented by Jonathan “Joc” Clark, PhD

Who should attend: Senior-level supervisors ready for management and existing managers and directors

1. Time Management for Time-Crunched Professionals

March 10, 2010; 8:30-11:30am

As a result of this training you should be able to:

- Use a time management matrix tool to prioritize tasks
- Learn and share personal effectiveness tools and organizational systems
- Self-assess strengths and identify areas for development
- Compare and select habits to complement existing organizational styles

2. Strategies for Managing Multiple Departments

April 14, 2010; 8:30-11:30am

As a result of this training you should be able to:

- Develop methods to track progress within multiple departments using key performance indicators
- Create measurable and realistic objectives
- Learn emerging coaching practices
- Implement work habits to promote interdependence, win-win thinking, dialogue, and understanding
- Develop practices to create an ally-based leadership culture within the organization

3. Meetings: Facilitating a Collaborative Work Culture

May 12, 2010; 8:30-11:30am

As a result of this training you should be able to:

- Understand how to set up, facilitate, and follow through on effective and efficient meetings
- Use a facilitative approach to leadership which seeks to share power, co-lead, and work collaboratively with others
- Conduct meetings to build informed agreements based on structured conversations that co-create mutual understanding
- Participate in meetings to leverage team members strengths and lead to results
- Facilitate meetings by creating the importance of teamwork, increase yield, and build greater commitment to the team’s overarching goals

4. It Changed Again: Succeeding in an Environment of Constant Change

June 9, 2010; 8:30-11:30am

As a result of this training you should be able to:

- Assess temperament in regards to change
- Identify key concepts and strategies for navigating and thriving in a constantly changing environment
- Apply the strategies for thriving in change to professional life
- Understand change as a multi-stage process, with four common phases
- Recognize the different stages and have appropriate strategies for each stage

Cost: \$45 per session

To register please call Butte College: The Training Place (530) 895-9015