



Training and Development Department Managerial Leadership Series

Course descriptions

Finance & Administration Leadership Program

Managerial Leadership at UGA Introduction

November 15, 2005, 9am-12:30pm

Kendall Kavanaugh, UGA Training & Development

As a managerial leader within the University community, do you ever feel pulled in several directions at once and have to constantly change gears during the day to accomplish your job? Does your daily “to do” list look similar to this?

- Be the decisive problem solver
- Foster a collective effort within a work team
- Manage interpersonal conflict within a work group effectively
- Listen to and support legitimate requests
- Convey appreciation and give recognition

In this introduction to T&D’s Managerial Leadership series, you’ll discover this is part of being a leader on campus and how all your expected roles can integrate effectively. You’ll have the opportunity to use a self-assessment tool to discover where you stand in the 8 roles within this series.

Innovator Role

January 12, 2006, 9am-4pm

Richard Stanley, Legacy Performance Training

The Innovator Role is often associated with your interaction with and response to the environment external to the department or organization. When you find yourself engaged in creative problem solving, monitoring external trends, advocating new ideas, and responding to any environmental changes that may affect your organization, you are calling upon the skills of an innovator. In this seminar, we will focus on the following three competencies required of the innovator:

- Living with change
- Thinking creatively
- Creating change

Broker Role

January 26, 2006, 9am-4pm

Franzelle Pertilla, Global Business Developers, Inc.

The Broker Role for a manager/supervisor is pivotal in any organization. Three competencies necessary to this role are:

- Negotiating agreement and commitment
- Presenting ideas effectively
- Building and maintaining a power base

This workshop is designed to provide you with some basic tools to use these critical competencies. Each competency will be presented with case studies and practical exercises. For example, you will learn the difference between bargaining and negotiating. Additional topics include techniques for overcoming objections to ideas during a meeting or presentation, why similar positions in an organization have more “power,” and how to expand your “power base” within the organization.

Facilitator Role

February 21, 2006, 9am-4pm

Susan Keeter, Change Partners, LLC

As a leader in your organization, you often find yourself needing the ability to build a team, effectively use participative decision making, while also managing (but not eliminating) conflict. These activities can be easily brushed aside in the demands to meet deadlines, complete procedural requirements, and control time and stress levels. Taking care of relationships can get in the way of efficiently getting the job done. In this seminar, you will develop an awareness of ways to balance facilitating constructive relationships and achieving results.

Director Role

April 5, 2006, 9am-4pm

Rich Hilmer, Independent Consultant

Although many workplace decisions are made with input from all levels, managers must ultimately clarify goals and objectives, provide direction and instruction, delegate, and make final decisions in the best interest of the unit. As you balance your leadership roles, become more comfortable with the skills associated with the director role. Attend this seminar to learn:

- How to set goals and vision for your organization
- How to establish priorities
- Logical and decisive problem solving
- The art of giving clear instructions
- Keys to effective delegation



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Producer Role

April 20, 2006, 9am-4pm

Jacque Booker, The Booker Group

While it may be difficult to measure productivity in the public sector, high productivity can be reflected in superior quality and performance. The factors that contribute to each individual's level of productivity vary from person to person. This seminar will focus on both your personal productivity and the productivity of your unit. Learn more about:

- Working productively yourself – how to achieve your peak performance, identify what motivates you, and create your own action plan for increasing your productivity
- Fostering a productive work environment – employee motivation and empowering others to achieve their best
- Time and stress management – ways to identify time wasters to help you and your employees be more productive

Mentor Role

May 9, 2006, 9am-4pm

Richard Stanley, Legacy Performance Training

Of all the roles, the manager who wears the mentor "hat" most directly experiences the tensions between the interest of the institution to control individuals and the interest of individuals to be autonomous. Managers, as mentors, generally find themselves caught in the middle. In this seminar, the role of mentor will be explored. Participants will gain an understanding of self & others, use this understanding to learn to communicate more effectively, and learn to develop employees who compliment both the interests of the institution and the interests of individuals.

Monitor Role

July 20, 2006, 9am-4pm

Susan Keeter, Change Partners, LLC

The word "monitoring" connotes the watchful bureaucrat, the snooping supervisor, or even the principal who walked the halls when we were in grammar school. Monitoring may sound like a controlling and nosy activity. However, when done well and for the right reasons, it is essential to maintaining high performance in both individuals and groups. Good monitoring is nothing more than effective information gathering. Attend this class and learn to answer such questions as:

- What are the core processes (activities, transactions, results) most essential to my effectiveness, that of my work unit, and to my organization?
- How effectively are we conducting those processes?
- Are we getting better at them?

Coordinator Role

August 23, 2006, 9am-4pm

Don Carton, Change Partners, LLC

The Coordinator Role has to do with the challenges of organizational planning, organizing and maintaining the work flow, trouble shooting, controlling resources, providing procedural advice, improving rule observance, and enforcing compliance to standards. In this seminar, we will focus on the following three competencies required of the coordinator:

- Managing projects
- Designing work
- Managing across functions

Legal Issues Workshop

Date & time TBA

Sige Burden, UGA Human Resources

Kimberly Ballard-Washington, UGA Office of Legal Affairs

Respectful Workplace Workshop

Date & time TBA

Instructor TBA