

How to be a Better Manager

This one-day workshop is designed to help participants become a better manager, or if they're just starting in the manager position, it will provide guidelines and suggestions on how to be successful. Topics covered include planning and organizing, budgeting, personal and communication issues, dealing with difficult people, dealing with legislators, consensus building, and stress management. This is an interactive workshop that allows and encourages actual situations from the instructor and the student. Various forms and examples are provided to help the participant develop a procedure manual for the assessment office.

Instructor:	Rick Stuart, CAE
Date:	Tuesday, January 11
Location:	Silverhorn conference room – Holiday Inn Boise Airport
Hours:	7