

How to be a Better Manager

This workshop is designed to help participants become better managers or, if just starting in the manager position, it will provide guidelines and suggestions on how to be successful. Topics covered range from 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: Marion Johnson, CAE
Dates: Monday, July 25
Location: Alpine conference room – Wyndham Garden Boise Airport
Hours: 7