The Management Series

PROGRAM SCHEDULE
The Management Series will meet one morning each month beginning October 11, 2012 to May 9, 2013 at the W.H. Thompson Alumni Center in the UNO campus.

Session One: WHAT IS LEADERSHIP? 
October 11, 2012 - 8:00 a.m. to 12:30 p.m.
• Recognize what it means to be a leader not just a manager
• Describe the importance of leading with confidence first and managing second
• Discover the core traits of a successful leader
• Demonstrate how to lead with the UNMC Mission and Vision in mind

Session Two: STRENGTHS BASED LEADERSHIP
November 8, 2012 - 8:00 a.m. to 12:30 p.m.
• Discover perspectives regarding the needs of followers
• Gaining insights to how strengths impact performance

Session Three: FACING AND MANAGING CONFLICT AND DIFFICULT PEOPLE: A TOUGH JOB AND EVERYBODY HAS TO DO IT
December 13, 2012 - 8:00 a.m. to 12:30 p.m.
• Conflict is part of life. Avoiding it entirely is impossible. But conflict can be faced and managed in ways that expand life
• Difficult people are part of life. Avoiding them entirely is impossible. Difficult people can be faced and managed in ways that expand life
• Humans are social beings and strive to obtain certain social commodities that we all possess and can easily deliver. Yet most of us do not. This talk will describe the commodities and the value of their liberal distribution

Session Four: PERFORMANCE MANAGEMENT AND DEALING WITH UNACCEPTABLE BEHAVIOR
January 10, 2013 - 8:00 a.m. to 12:30 p.m.
• Outline clear action plans during performance evaluations
• Determine what to do with an employee who chronically under-performs
• Documentation, documentation, documentation

Session Five: MANAGING CHANGE
February 14, 2013 - 8:00 a.m. to 12:30 p.m.
• Demonstrate how to lead successful change
• Describe key models and techniques that transform great managers into great leaders of change
• Illustrate how to respond to challenges while maintaining accountability

Session Six: BALANCING ACT: JUGGLING THE GENERATIONS
March 14, 2013 - 8:00 a.m. to 12:30 p.m.
• Assets and challenges of each generation
• Why each mind-set is unique
• Motivating and rewarding all generations

Session Seven: BUDGETING PRACTICES, COMPLIANCE AND THE INSTITUTIONAL REVIEW BOARD
April 11, 2013 - 8:00 a.m. to 12:30 p.m.
• Define budgeting practices at UNMC
• Explain UNMC’s regulatory environment and compliance
• Discuss the role of the Institutional Review Board (IRB)

Session Eight: MOTIVATION, REWARDS AND RECOGNITION
May 9, 2013 - 8:00 a.m. to 2:00 p.m.*
• Discuss effective ways to engage your team
• Build a naturally motivational climate and recognize why motivation is the key to real success
• Explain the reward and recognition program at UNMC

*This session will include the graduation luncheon.

FOR MORE INFORMATION CONTACT THE PROGRAM COORDINATOR
Margaret Boyce, MS Ed
Employee Relations Specialist, Human Resources
402.559.4371 maboyce@unmc.edu
Register by September 14, 2012