The UNMC Management Series is an eight month professional development experience uniquely designed for supervisors, managers and administrators to develop the necessary tools to become highly effective leaders. Topics for the series foster skills in visionary and strategic thinking, leadership and team building, communication, plus contemporary topics in the ever-changing management landscape. Progressive by design, participants must make a commitment to the entire series, with the endorsement of their immediate supervisor. Enrollment is limited to support a highly interactive format, early application is recommended.

The program is sponsored by UNMC Human Resources-Employee Relations through the resources of the Center for Continuing Education. Monthly sessions are held off campus to allow for uninterrupted learning.

**PROGRAM SCHEDULE**

*The Management Series will meet one Thursday morning each month beginning October 4, 2007 to May 1, 2008 at the W.H. Thompson Alumni Center in the UNO campus.*

**Session One:** What Is Leadership?  
October 4, 2007 - 8:00 a.m. to 1:30 p.m.*
- What does it mean to be a leader not just a manager?
- Learn the importance of leading with confidence first and managing second
- What are the core traits of a successful leader?
- Leading with UNMC Mission and Vision in mind

**Session Two:** Strengths Based Management  
November 1, 2007 - 8:00 a.m. to 12:30 p.m.
- Discover your strengths and talents
- Understand the strengths and talents of individuals in your team
- How to develop your unique talents and strengths and those of the people you manage

**Session Three:** Effective Communication And Developing Teams  
December 6, 2007 - 8:00 a.m. to 12:30 p.m.
- Exploring effective communication in building trust in teams
- Determining the appropriate type of communication in different situations
- Understanding the stages of team development
- Identifying processes for developing teamwork

**Session Four:** Managing Change  
January 10, 2008 - 8:00 a.m. to 12:30 p.m.
- Leading successful change
- Key models and techniques that transform great managers into great leaders of change
- Respond to challenges while maintaining accountability

**Session Five:** Performance Management And Dealing With Unacceptable Behavior  
February 7, 2008 - 8:00 a.m. to 12:30 p.m.
- Guidelines for conducting performance evaluations
- Establishing clear action plans during performance evaluations
- Develop skills in giving positive and negative feedback
- What to do with an employee who chronically underperforms
- UNMC Corrective/Disciplinary Action Policy

**Session Six:** Celebrate Diversity And Embrace The Generations  
March 6, 2008 - 8:00 a.m. to 12:30 p.m.
- Valuing differences in the workplace
- Promoting diversity and tolerance in the workplace
- Managing and effectively engaging all generations

**Session Seven:** Budgeting Practices, Compliance And The Institutional Review Board  
April 3, 2008 - 8:00 a.m. to 12:30 p.m.
- Budgeting practices at UNMC
- UNMC regulatory environment and compliance
- Institutional Review Board (IRB)

**Session Eight:** Motivation, Rewards And Recognition  
May 1, 2008 - 8:00 a.m. to 2:00 p.m.**
- Effective ways to engage your team
- Building a naturally motivational climate and why motivation is the key to real success
- Reward and recognition program at UNMC

*This session will include a networking luncheon
**This session will include the graduation luncheon.

For More Information Contact:  
LINDA LOVE  
Education Program Specialist  
Center for Continuing Education  
University of Nebraska Medical Center  
(402) 559-6192, lmlove@unmc.edu