



## ROOKIE MANAGER WORKSHOP

Wednesday, April 18<sup>th</sup>, 2012

8:30 am – 4:30 pm

Presented By Adrienne Heard, Certified  
Business Advisor®



*An intensive one-day session that explores what you need to know to be successful in  
your management position*

### MORNING SESSION: MANAGING YOURSELF

- Transitioning from Co-Worker to Boss
- **Leadership Styles**
- Time Management
- Planning Your Day
- Procrastination
- Decision Making

### AFTERNOON SESSION: LEADING A TEAM

- Identifying Common Needs
- Setting Limits & Ground Rules
- Building Cohesiveness
- Goal Setting
- Challenging
- Delegating
- Motivating
- Basic Communicating
- Problem Solving
- Disciplining
- Rewarding
- Team Spirit
- **Communicating with Style**

**LOCATION: The Entrepreneurs Center, 714 E. Monument Avenue, Dayton, Ohio 45402**

**REGISTRATION: \$175 per person** Includes workbook, materials and lunch  
Registration Deadline: Monday, April 16<sup>th</sup>

#### **TO REGISTER:**

**Mail** Check or Money Order to: Heard Management, P.O. Box 26384, Trotwood, OH 45426

**On-line** at [www.heardmgt.com](http://www.heardmgt.com), using MasterCard, VISA, American Express or Discover Card  
Go to "Pay Invoice"; use "RM 04-18" as invoice number

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WORKSHOP: **ROOKIE MANAGER 04-18-2012**

NAME \_\_\_\_\_

COMPANY \_\_\_\_\_

ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE \_\_\_\_\_

EMAIL \_\_\_\_\_

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