



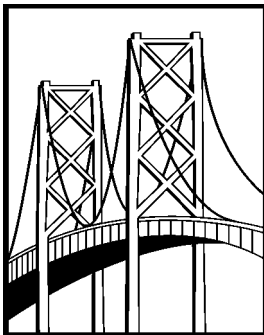
Chesapeake
College

and the

UPPER SHORE MANUFACTURING & BUSINESS COUNCIL

Present

**THE
MANAGEMENT INSTITUTE
CEI 815**



TECHNOLOGY
BRIDGE TO OPPORTUNITY

Jackie Potter
Executive Director, USMBC
and
Director of Business & Community Services
Chesapeake College Office of Continuing Education and Workforce Training
P. O. Box 8
Wye Mills, Maryland 21679
Phone: 410-827-7744
Fax: 410-827-9222
Email: jpotter@chesapeake.edu

“THE MANAGEMENT INSTITUTE”

CEI 815



This curriculum was designed by Chesapeake College and Upper Shore Manufacturing & Business Council member companies to provide training for new and experienced supervisors, and managers.

Your success is measured by more than how well your team performs . . . it's measured by missed deadlines, employee turnover, workplace conflict and absenteeism, too. Your success comes when you can effectively solve these tough people problems and still get the positive results that are expected of you.

It is also clear that sustained effective management does not just happen. It is the product of planning, development and training. The Management Institute includes 48 hours of specific management instruction and is designed to focus on the many aspects of effective supervision and management. The course content will be customized to meet the specific needs of the participants. Training will provide participants with the skills and knowledge they need to perform their jobs more effectively.

FALL 2001

Wednesday, 9/26, 10/3, 10/10, 10/17, 10/24, 10/31 (6 sessions)

Time: 8:00 – 4:00 p.m.

Location: *Wye Mills Campus, AUD01*

Section A (nonmembers): \$50 tuition, \$625 course fee

Section B (USMBC member companies): \$50 tuition, \$525 course fee

This course can also be customized for your company or organization and conducted on-site or at Chesapeake College. (A minimum of 12 employees is required.)

*For further information, call the
Upper Shore Manufacturing & Business Council at
Chesapeake College 410-827-7744!*

PARTICIPATING COMPANIES

As of July 2001

3DI

Armour Swift Eckrich

Celeste Industries

Cellulose Filler Factory

Channel Marker

Chestertown Bank

Dixon Valve & Coupling Co.

Delmarva Sash & Door

Dorchester General Hospital

Duffey Creek Marina

Hi-Tech Plastics

Horizon Dairy

Hydrasearch, Inc.

LaMotte Chemical

Life Science Products

Maryland Wire Belts

Memorial Hospital

NRL & Associates

PRS Guitars

Shore Health Systems

Talbot Public School System

Tidewater Publishing

USA Fulfillment

Velsicol Chemical Co.

Whalen

Register Today!

Join the many employees that have been an active participant in Chesapeake's College Management Institute and you will find the opportunity to:

- ❖ **learn new skills and sharpen existing skills**
- ❖ **broaden your knowledge base and perspective**
- ❖ **experiment with new approaches, generate creative solutions**
- ❖ **build a network of support with colleagues in similar positions in the manufacturing industry**

The Management Institute consists of 6 days of training scheduled one day a week for 6 weeks designed to provide you with valuable information and resources to help you generate workable solutions to the issues you and your organization are facing now and will face in the future.

Day 1	Leading in Today's Workplace Changing at the Speed of Need
Day 2	Working Smarter Keeping Your Workplace Respectful and Productive
Day 3	Sharpening Your Communication Skills Managing and Resolving Unproductive Conflict
Day 4	Motivation: Bringing Out the Best in Others Coaching for Success
Day 5	Making Better Decisions Working as a High Performing Team
Day 6	Managing and Evaluating Performance Connecting with the Audience: Making Presentations that Get Results

During your time at the Institute, you will be encouraged to bring your current workplace reality and challenges you are facing to each session. In this way, you can immediately use the concepts and skills to increase your effectiveness as a critical part of your organization's success. You will also have the opportunity for one on one discussions before each session, during lunch and after each session. Your request for confidentiality will be respected.

You will also work on an Individual Development Plan to help you target areas you want to work on while at the Institute. We will work together as a group to capitalize on your strengths and strengthen your areas of opportunities.

We hope you will consider attending The Management Institute in 2001. . Please take advantage of the opportunity to:

- ❖ **Learn** new information and skills,
- ❖ **Link** what you learn to your organization's goals,
- ❖ **Leverage** what you learn to increase productivity,
- ❖ **Lead** your area of responsibility into the future with innovative solutions to everyday challenges

We look forward to your participation in **Chesapeake College's Management Institute.**