

**Date:**

March 26, 2019

Time:

10:00-11:30am

Presenter:

Steven Bernstein, LMHC

Location:

10 Mechanic Street
Arcand Meeting Room
Bellingham, MA

Contact:

Beth Cornell-Smith
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To Register:

Go to www.emiia.org and
click on "Training Calendar"

MIIA Professional Development Training Management 101 and From Problem to Productive: A combination Management Training for the Newer Manager

This program will address the basic elements of management for the newer manager. Topics to be addressed include transitioning to the managerial role, communication skills for managers, and supervising troubled employees. Each component of the program will provide managers with specific skills, theoretical background on managerial styles and strategies, and exercises to practice skills.

Managers spend the majority of their time handling personnel challenges. Wouldn't you like your time freed up to attend to what's most important, rather than what's pressing? We will explore how managers can address frequent and recurring employee situations such as performance issues and negative behavior. Managers will leave this session with specific strategies for motivating others, addressing personnel challenges, and capitalizing on employees' talents and strengths.

**Presented by your Employee
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