

MAKING THE TRANSITION TO MANAGEMENT

Gain the foundation for a new career!

Seminar #2231

Overview

Your former peers are now your direct reports. Your goal is to get the work done and increase productivity with your team. You want to set mutual goals, reward good performance and give poor performers the needed feedback. Do you know how to be "the boss"?

This basic management seminar provides you with easy-to-apply tools needed to make a successful transition into your new role. In just two days you will master the practical basic management know-how—and the confidence you want—to plan, organize, coach, motivate, delegate and communicate in order to be an effective new manager.

Schedule

- [2] days

- [2] days - \$1,995 Non Members
- [2] days - \$1,795 AMA Members
- [2] days - \$1,537 GSA

Credits

1.2 CEU

Schedule

We have 27 scheduled sessions located nationwide starting between 6/11/2012 - 2/14/2013

Date	Location	Duration
Jun 11, 2012 - Jun 12, 2012	New York, NY	2 Days
Jun 21, 2012 - Jun 22, 2012	Arlington/Washington DC, DC	2 Days
Jun 28, 2012 - Jun 29, 2012	San Francisco, CA	2 Days
Jul 12, 2012 - Jul 13, 2012	New York, NY	2 Days
Jul 23, 2012 - Jul 24, 2012	Chicago, IL	2 Days
Aug 9, 2012 - Aug 10, 2012	New York, NY	2 Days
Aug 13, 2012 - Aug 14, 2012	Arlington/Washington DC, DC	2 Days
Aug 20, 2012 - Aug 21, 2012	San Francisco, CA	2 Days
Aug 27, 2012 - Aug 28, 2012	Cincinnati, OH	2 Days
Sep 10, 2012 - Sep 11, 2012	Atlanta, GA	2 Days
Sep 13, 2012 - Sep 14, 2012	New York, NY	2 Days
Sep 27, 2012 - Sep 28, 2012	Chicago, IL	2 Days
Oct 4, 2012 - Oct 5, 2012	Arlington/Washington DC, DC	2 Days
Oct 11, 2012 - Oct 12, 2012	Chicago, IL	2 Days
Oct 18, 2012 - Oct 19, 2012	New York, NY	2 Days
Oct 22, 2012 - Oct 23, 2012	San Francisco, CA	2 Days
Nov 1, 2012 - Nov 2, 2012	Boston, MA	2 Days
Nov 12, 2012 - Nov 13, 2012	Chicago, IL	2 Days
Nov 15, 2012 - Nov 16, 2012	New York, NY	2 Days
Dec 3, 2012 - Dec 4, 2012	Arlington/Washington DC, DC	2 Days
Dec 17, 2012 - Dec 18, 2012	San Francisco, CA	2 Days
Dec 20, 2012 - Dec 21, 2012	New York, NY	2 Days
Jan 17, 2013 - Jan 18, 2013	New York, NY	2 Days
Jan 28, 2013 - Jan 29, 2013	Chicago, IL	2 Days
Jan 28, 2013 - Jan 29, 2013	Las Vegas, NV	2 Days
Feb 7, 2013 - Feb 8, 2013	San Francisco, CA	2 Days
Feb 14, 2013 - Feb 15, 2013	New York, NY	2 Days

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Understand your new managerial responsibilities—and make a quick, effective transition to your new role
- Establish credibility and effective work styles
- Build alliances with peer managers
- Master the basic management concepts of coaching, communication, motivation, delegation and performance management
- Practice your listening and feedback skills
- Become an effective member of the management team

What You Will Cover

- Adopt a new manager mindset
- Know expectations others have for you—boss, subordinates, peers, clients
- Understand the business, yourself and others
- How to build effective relationships
- Identify communication approaches to flex with different styles and situations
- Use a structured approach to plan and organize work
- Set SMART goals and initiatives
- Overview of delegation techniques, knowledge and attitudes
- Apply methods to set priorities
- Create solutions to management challenges

Who Should Attend

Newly appointed or prospective managers with less than one year of management experience who are interested in mastering basic management skills.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)