

Management Courses



Wherever two or more people come together, there is bound to be differences. These courses will give participants a process that they can use and modify to resolve issues. What you will learn will help you communicate effectively with co-workers, subordinates and everyone you come in contact with on a daily basis.

Course Schedule

- **5-26-17 Manage & Set Performance Expectations - Learn to work with employees to set their performance goals.**
- **6-9-17 Generations Working Together - There are up to 5 generations in the workplace. Learn about them and effective communication skills for working together.**
- **6-16-17 Delegate for Results - Learn that delegation is the assignment of the formal authority and responsibility to another person for carrying out specific activities.**
- **6-30-17 Dealing with Difficult People - Learn communication skills and techniques to work with all people.**



CLASSROOM TIME
9:00 AM - 4:00 PM

LOCATION

GEICO Center for Professional Development
Central Georgia Technical College
Building I, Room 102
3300 Macon Tech Drive
Macon, GA 31206

COST - INDIVIDUALLY

\$150.00 per student

COST - FOR ALL 4 SESSIONS

***15% discount \$510.00*

***10% discount on individual classes for all local chamber members*

TO REGISTER, CONTACT:

The Office of Continuing Education
(478) 757-3445

or register online at
www.centralgatech.edu/ce

ABOUT THE INSTRUCTOR



Dr. Ulrica Jones has over 25 years of experience as a professional trainer, facilitator, consultant, and educator with superior skills in creating a positive learning environment. She has diverse background with expertise in all functional areas of organizational effectiveness; developing management, workforce

training and development; leadership development; and overall Organizational Development. Familiar with the strategic responsibilities for planning, writing, designing and facilitating management development and training programs at all levels of the organization on a global basis along with identifying opportunities for assessment and evaluation using methods most appropriate for addressing development gaps.

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