



Rhode Island Higher Education Training Consortium

Foundations of Management

This five session program is a highly participative, interactive approach to exploring the challenges of management

Session 1: Managerial Responsibilities/Communication and Motivation

9:00 am - 2:30 pm (Continental Breakfast and Lunch)

This session explores the roles a manager plays, effective and ineffective managerial behaviors, and the common denominators of successful managers. The role of communication and listening is examined through a series of participative exercises, as is the link between motivation and communication, and the manager's role and responsibility in harnessing staff motivators.

Session 2: The Effective Team

9:00 am - 12:00 pm (Continental Breakfast)

Topics include group dynamics, team building and the role of the team leader. Effective and ineffective styles of team leadership are discussed. Through an in-class team exercise, participants will have an opportunity to explore the strengths and weaknesses of their team performance and the utilization of key team leader behaviors.

Session 3: Management Tools

9:00 am - 12:00 pm (Continental Breakfast)

This session focuses on three critical areas: delegation, time management and planning. Participants will learn the five phases of delegation, and the benefits of and obstacles to delegation are examined through a series of exercises. A time management assessment helps participants pinpoint individual areas of concern, and solutions to common time problems are presented. A simple approach to planning is discussed, focusing on key questions managers can utilize in the planning process.

Session 4: Communicating Criticism and Problem Employees

9:00 am - 1:00 pm (Continental Breakfast)

This session explores the role of productive criticism in the workplace, and the characteristics of effective and ineffective criticism. Skill assessments help participants pinpoint areas for development. Participants learn and practice a model for communicating criticism. Suggestions for communicating with "problem" team members are outlined and discussed.

Session 5: Effective Goal Setting

9:00 am - 12:00 pm (Continental Breakfast)

This session explores the benefits of goal setting from the perspective of the manager and employee, outlines the role of the manager in the goal setting process, and presents thirteen components of effective goal setting. An in-class exercise helps participants to develop effective goal statements, creating behavioral, measurable, achievable and results-oriented goals.

All sessions begin promptly at 9:00 am!

Dress Code: Business Casual

Pre-work: There is no pre-work.

Cancellations: Sessions will only be cancelled if Bryant University closes its campus or if you are notified directly by the course instructor. For information regarding campus closures, please contact the Bryant University Information Line at 401-232-6002.

Directions: Bryant University is located on Route 7 in Smithfield, RI. Travel Route 295 (north or south) to Exit 8B, Route 7 North, travel approximately one mile to the campus entrance. Make a left onto the campus' main drive and take your first right (after the Security station) into the main parking area. The Bryant Center is located opposite the Unistructure (the Unistructure is the building with the large glass dome). There are signs located on the various walkways. Proceed up the stairs in the front of the Bryant Center. Once inside, turn right and keep following the hallway around to the right. Rooms 2A/B will be on your right. A campus map is located at <http://web.bryant.edu/~conf/Images/Bryant%20Map.pdf>.