

Fall 2011 Management Course Descriptions

All training sessions are “Self-Paced” and “Open-Entry”. Training is available on Wednesday and/or Thursday nights, 4:30 Pm to 9:00 Pm. Training sessions are held at Sinagua Middle School in Flagstaff room 219. Training sessions start on Wednesday/Thursday, August 31/September 1, 2011.

Transformational Leadership: How Leaders Change Teams, Companies, and Organizations.

24 half-hour lecture series by Professor Michael A. Roberto, Bryant University

Overview: This course deepens our understanding of how leaders produce change in organizations. We look specifically at how leaders establish a compelling direction, align people and groups, and inspire and motivate them to achieve common goals. Perhaps the most important duty of a leader is to ensure that an organization will endure even when he or she no longer works there. Effective leaders develop the people who work for them, and they cultivate their successors. Over time, organizations have developed a range of techniques for leadership development. These organizations recognize that leaders are not simply born—to some extent, they can be made.

The Art of Critical Decision Making

24 half-hour lecture series by Professor Michael A. Roberto, Bryant University

Overview: In this course, we examine why leaders and organizations make poor choices, digging deep into cognitive psychology, group dynamics, and theories of organizational culture and systems to help us understand why well-intentioned, capable people blunder. Moreover, we examine the techniques and behaviors that leaders can employ to improve decision making in their organization. We focus on how leaders can design decision-making processes that marshal the collective intellect in their organizations, bringing together the diverse expertise, perspectives, and talents to determine the best course of action.

The Art of Conflict Management

24-half-hour lecture series by Professor Michael Dues, University of Arizona

Overview: In the first part of this course, we'll focus on understanding the nature of conflict, including the roles of prospective, emotions, goals, and power. We will study different conflict styles, some much more effective than others, and describe specific ways to manage conflict and negotiate agreements more successfully. We'll then focus on the two most common relational contexts in which conflict occurs and where it matters most—our close personal relationships and our work relationships. We'll look at the pivotal role of managers in dealing with conflict in the workplace and devote time to understanding how and where to get help in managing conflicts. As you move through the course, you'll learn practical tips, tools, and techniques to better handle conflict in your personal and professional lives.

Essentials of Leadership Series

8 Self-Paced Computer-Based Training Programs

Overview: This program will train Foremen and Supervisors on how to develop effective managerial skills. This eight-topic program uses examples from typical on-the-job situations to solidify key concepts. Topics include Managing Yourself, Managing a Work Group, Interpersonal Communication, Clear Communication, The Team Advantage, Problem Solving, Decision Making, and Discipline.

Register on-line at www.aetcenter.org