

Why wait — **get organized now!**

Please visit our website at www.uwec.edu/ce for other educational opportunities.



EAU CLAIRE | FEBRUARY 4-5, 2010

Improving Managerial Efficiency

Free up 30 to 60 minutes a day through better time management.

Do you struggle with ...

- Balancing work demands with life priorities?
- A never-ending "to do" list?
- Not enough time to accomplish "critical" let alone "creative" or "career focused" activities?

Achieve more in less time ...

- streamline decision processes
- organize work space
- prioritize tasks
- read quickly with comprehension

Even small efficiencies may easily add up to an hour a week. With better time management, it is possible to free up 30 to 60 minutes a day. Just think of what that time could be used for!

Greater efficiency helps you ...

- Reduce stress from deadline pressures
- Increase satisfaction for accomplishments
- Have time to work on creative solutions
- Invest in activities to move your career forward

Discover how you can ...

- Overcome seven major time wasters
- Increase reading speed and comprehension
- Prioritize and organize mountains of information
- Improve your memory
- Plan projects and tasks using mind maps

In this seminar you will learn ...

- Speed Reading Techniques
- Getting Organized and Maintaining Focus
- Dealing with Procrastination, Decisions and Stress
- Mind Mapping Research
- Memory Development
- Time-Saving Tips, Tricks and Techniques

EAU CLAIRE | APRIL 8-9, 2010

Managing Projects and Project Teams

A nuts-and-bolts overview of project management.

Managing people who are temporarily assigned to a project under your leadership differs from managing an on-going workgroup. Because it is "only a project," special challenges are commonly encountered. Project team leadership, political strategies and member motivation is different.

You will learn critical skills to make your projects run efficiently from inception to completion, such as how to:

- assign tasks to team members based on natural talents
- use work break down structures to plan and track task completion
- set up quality control tests at each milestone to eliminate rework
- save thousands of dollars by establishing clear scope and goals at project start-up
- speed up projects when falling behind critical milestones
- conduct a careful project review analysis with 12 key questions

You will discover ways to keep project team members working together efficiently and effectively:

- How to pre-select key team members
- How to enlist power brokers and underground contacts
- Ways to run snappy, fun, efficient meetings
- Techniques for individual and team reporting
- Setting internal milestones to ensure project completion
- Projecting accurate timelines and budget estimates
- How to manage a crisis using a 'think tank' approach
- Tips for team and individual recognition

From long-range project planning, to political strategies for team building, to bringing closure to the assignment, you will leave with tools needed to be an exceptional project manager.

BONUS! Take home *Project Management—Practical Tools for Success* [3rd Edition]

Who Should Attend

Anyone who needs to do more with less:

- Small business owners
- Supervisors and managers
- Project managers
- Team leaders and members
- Committee chairs
- Non profit administrators
- Quality assurance, control, improvement coordinators

Everybody would like to find time for other priorities! Whatever your business environment, you will learn to work smarter and more efficiently.

Instructor

MICHAEL MONROE KIEFER is a tactical leadership trainer who specializes in management development, project management, and accelerated learning seminars. He completed PhD coursework in genetic engineering and served as project manager for a multi-million dollar DNA fingerprinting lab. His national best seller, *The POWERMIND System*, continues to lead the field in self-motivation and peak performance.

Connecting Campus and Community!



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UW Extension

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SUPERVISORY
MANAGEMENT
2009-2010



Gain valuable time by ...

Improving Managerial Efficiency

EAU CLAIRE | FEBRUARY 4-5, 2010

Bring your project in on time and within budget!

Managing Projects and Project Teams

EAU CLAIRE | APRIL 8-9, 2010

Overwhelmed? **get organized now!**

Improving Managerial Efficiency
EAU CLAIRE | FEBRUARY 4-5, 2010

Managing Projects and Project Teams
EAU CLAIRE | APRIL 8-9, 2010

2009-2010

SUPERVISORY
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Invest in Yourself.
Advance Your Career.

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EXTENSION

Whether you're a manager now or hope to be one soon — we can help you reach your goals.

WE'VE DONE IT FOR MORE THAN 10,000 MANAGERS SINCE 1979.



Take Improving Managerial Efficiency or Managing Projects and Project Teams . . . Or, go further and earn your Supervisory Management Certificate.

DO YOU... Want to learn more about a specific management issue? Register for the seminar that matches your professional development goal. Want to document your skills, knowledge and experience? Then earn the Supervisory Management Certificate and move your career forward.

OUR SUPERVISORY MANAGEMENT CERTIFICATE PROGRAM IS

PRACTICAL — Start with the basics that provide tips, tools, and proven strategies for management success.

ADAPTABLE — Select a specific issue which meets your professional development needs.

REALISTIC — Take up to five years to attend the six, two-day seminars needed to earn your Certificate. Seminars are scheduled throughout the year. Complete the requirements in just a few months or space out attendance over years. It's your call.

INVALUABLE — In addition to learning from top-notch facilitators, you benefit by networking and sharing best practices with others who have similar management concerns.

NON-CREDIT — Just meaningful, pertinent discussion of practical ideas which can be implemented immediately.

EARN YOUR CERTIFICATE

The **three core seminars**, **SUPERVISORY MANAGEMENT 1, 2 AND 3**, are required. Choose three elective seminars that best meet your management development goals to complete the certificate requirements. You receive the **Supervisory Management CERTIFICATE** upon completion of the six, two-day seminars.

The **three core seminars** provide a complete overview of the basics essential to your successful transition from an independent contributor to a member of the management team. These skills are vital to your success managing a work group.

The **three elective seminars** create a customized learning experience to fit your career goals. Topics include: improving efficiency, managing a diverse workforce, maximizing performance, enhancing negotiation skills, managing change, improving team communication, or building your on-the-job training skills. Elective seminars may be taken without enrolling in the certificate program.

"Today's business climate demands that we set ourselves apart from the crowd. A Supervisory Management Certificate in your professional development portfolio is a testament to your professionalism."

SMCP CERTIFICATE HOLDER

The Supervisory Management Certificate Program is offered collaboratively by the UW-Eau Claire and UW-La Crosse Small Business Development Centers. Programs attended at either campus will count toward the completion of your Certificate.

UW-Eau Claire Small Business Development Center
715-836-5811 | 800-582-5182
Ask-SBDC@uwec.edu
www.uwec.edu/ce

UW-La Crosse Small Business Development Center
608-785-8782
sbdc@uwlax.edu
http://www.uwlax.edu/sbdc/

WE WILL COME TO YOU

In-house presentations tailored to your workforce needs are available. Most topics addressed in our public seminars are easily scheduled at a time and place convenient for you. Contact your university program manager to discuss how to bring top-quality learning to your business.

"Recently 9 out of 10 participants gave the highest possible rating to Michael Kiefer for instructional skill."

MANAGING PROJECTS AND PROJECT TEAMS, 2008

No tests. No homework.
What are you waiting for?

www.uwec.edu/ce/business/SupervisorManage.htm

1-800-582-5182

For Registration or More Info

PH : 715-836-5811 | 800-582-5182

FX : 715-836-5263

WB : www.uwec.edu/ce/reg.htm

EM : ce@uwec.edu

ML : Supervisory Management
P.O. Box 4004
Eau Claire, WI
54702-4004



The Small Business Development Centers are members of the Wisconsin Entrepreneurs' Network, a coalition of more than 100 partner organizations which provide access to services for small business throughout Wisconsin. The Universities are partners in education with University of Wisconsin-Extension and the U.S. Small Business Administration. The SBDC is funded in part through a cooperative agreement with the U.S. Small Business Administration. All opinions, conclusions or recommendations expressed are those of the author(s) and do not necessarily reflect the views of the SBA.

CONNECTING CAMPUS AND COMMUNITY

Eau Claire Sweetwaters Restaurant
EXIT 65 FROM I-94, JUST OFF HWY. 37 AND 12

Payment required at time of registration. Detach form and mail with payment to:
Supervisory Management, P.O. Box 4004, Eau Claire, WI 54702-4004

SEMINAR DATES & TIME

Improving Managerial Efficiency
Eau Claire February 4-5, 2010

Managing Projects and Project Teams
Eau Claire April 8-9, 2010

Seminars meet from 8:30 a.m.-4:00 p.m.

COURSE FEE

\$425 / person / seminar includes refreshment breaks, luncheons, materials, and instruction. Payment is required at time of registration. Please make checks payable to **UW-Eau Claire**. Fees are subject to change after December 31, 2009.

CONFIRMATION

Prior to the seminar, you will receive a letter with a link to directions to the seminar site and lodging information.

SAVE MONEY WITH DISCOUNTS

Group discounts save you \$50 per person per seminar. Registrations must be received together to qualify for discounts.

Group Discount Fee

\$375 per person per seminar for 3 to 5 people from the same firm to attend the same session.

REFUND POLICY, TRANSFER FEES

You may cancel or transfer your registration up to five business days before a program's start date. If you cancel or transfer fewer than five business days prior to the start date, a \$50 administrative fee will be assessed. If you cancel or fail to attend the day of the event, you are responsible for the full fee. Full refunds are given if a program is cancelled or filled. You may substitute another person for your registration at any time. Call the Continuing Education office at 715-836-5811 or 800-582-5182 for assistance.

ACCOMMODATIONS

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Please contact Jim Mishefske at 715-836-5811 or toll-free 800-582-5182, or use the Wisconsin Relay System by dialing 711-715-836-5811.

University of Wisconsin-Eau Claire Continuing Education reserves the right to cancel any program due to insufficient enrollment or other administrative reasons, as well as the right to limit enrollment to ensure quality. In the event of a UW-Eau Claire Continuing Education cancellation, a full refund will be issued.

An EEO/Affirmative Action employer, University of Wisconsin provides equal opportunities in employment and programming, including Title IX and ADA requirements.

REGISTRATION FORM

Please check the seminar you plan to attend.

<input type="checkbox"/>	Improving Managerial Efficiency	Eau Claire	Feb. 4-5	2010	B550-103
<input type="checkbox"/>	Managing Projects and Project Teams	Eau Claire	April 8-9	2010	B551-104

NAME		JOB TITLE	
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CITY / STATE / ZIP			
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PAYMENT INFORMATION

Course fee: \$425 per person.

Group fee: \$375 per person for 3-5 people from the same firm for the same class. (Discount registrations must be received together.)

Check or Purchase order enclosed. P.O. # _____ (Payable to UW-Eau Claire)

VISA Mastercard CREDIT CARD EXPIRATION DATE

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New! More than 250 non-credit online courses and certificate programs. Learn anytime, anywhere. <http://www.ed2go.com/uwecce/>