IPD *INSTITUTE FOR PROFESSIONAL DEVELOPMENT*

MANAGING INDIVIDUALS & TEAMS

DECEMBER 4, 2015 - Jumping Brook Country Club, Neptune, NJ

***Approved by State of NJ, DCA for CPWM (Public Works Managers) 4 CEUs - 3 Management & 1 Government**
***Approved by State of NJ, DCA for CMFOs & CCFOs 4 CEUs - Office Mgt/Ancillary Subjects**
***Approved by State of NJ, DCA for RMCs 4 CEUs - Professional Management**
***Approved by State of NJ, DCA for CTCs 4 CEUs - General/Secondary Duties**
***Approved by State of NJ, DCA for QPAs 4 CEUs – Office Adm/General Duties**
***Approved for CPAs, RMAs, PAs & PSAs for 4 CEUs – Management**

9:00 - 9:30 *Registration, Full Breakfast Buffet

9:30 - 12:50 * One popular definition of 'management' is 'getting things done through other people'. If this is true, then effectively managing the people in your workgroup is a top priority. In this seminar we will explore the dynamics and factors influencing the effective management and development of individuals and teams. ***Some topics that we will cover:***

Individual Differences

Personality traits and types
Demographics
Motivation

Developing the Workforce

Training
Job Design
Career planning
Empowerment
Mentoring

Workplace Issues

Organizational culture
Managing the difficult employee
When to call HR

Leading the Team

Group development processes
Self-managed teams
Matrix management

Instructor: Professor Stephen C. Betts, Ph.D, William Paterson University

Directions On Our Website http://ipd2.com

Mail Checks to: **Institute for Professional Development**
P.O. Box 1468, Clifton, NJ 07015-1468 - Phone (973) 777-4200
__I wish to register for the Management Workshop 12/ 4 /15.
FAX YOUR REGISTRATION (973) 777-0401
Cancellation Policy - 48 Hours before seminar in writing by Fax
****During Inclement Weather check our website http://ipd2.com Day Before Seminar****
SEMINAR INCLUDES FULL BREAKFAST BUFFET
__$99 per person **$125 registration at doo**

NAME **TITLE**

ADDRESS

ORGANIZATION OR GOVERNMENTAL UNIT **TELEPHONE NUMBER** **FAX NUMBER**

CLAIMANTS CERTIFICATION & DECLARATION
I do solemnly declare and certify under the penalty of the law that the within bill is correct in all its particulars, the articles have been furnished or services rendered as stated herein, that no bonus has been given or received by any person or persons within knowledge of this claimant in connection with the above claim and that the amount charged is a reasonable one.

Just send your check with the application form! You do not need to send us your Voucher for a separate signature since the presigned certification on the left can be attached to your voucher in lieu of sending it to us for a signature. This form has been determined by DLGS to meet the requirements of the statutes for this type of expenditure.

Michael F. Conti

Michael F. Conti, Program Coordinator
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