

Nuts & Bolts of Management

This workshop will take you through the basics of managing personnel and the usual tasks that a manager is responsible for in the office. It'll have guidelines for these tasks and utilize interactive scenarios to help you gain working knowledge and get practice at finding solutions to typical events.

Instructor: Kara Endicott, CAE, RES, AAS, Team Consulting, LLC

Date: Tuesday, July 23

Location: North Star Conference Room (The Riverside Hotel)

Hours: 7 hours

Note: **This workshop will require a minimum of 10 students.**