



Back by Popular Demand...

The Effective Management Program:

A comprehensive management development program for principals and managers

-- Developing Leaders

-- Empowering Followers

-- Transforming Organizations

1) The Philosophy

The Effective Management Program is based on the belief and experience that certain managerial practices produce better results than others. The EMP describes the relatively consistent behaviors of participating managers and then encourages the development of those management practices that produce the best results.

2) The Program Benefits (Earn 21.0 PDHs or 2.1 CEUs)

- Provides structure for enhancing management and leadership knowledge and skills
 - Provides personalized management and leadership behavior feedback
 - Pinpoints strengths and specific management and leadership behavior needs
 - Focuses on behavior change
 - Provides specific prescriptions and information for improved management and leadership effectiveness
 - Provides a means to improve communication with superiors, peers and direct reports
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3) The Author: Dr. J. Clifton Williams

- Ph.D. from Purdue University (industrial/organizational psychology); Professor of Management at Baylor University; Dean of the Graduate School at Baylor University
 - Consultant to management, with primary emphasis on management selection and the development and managing of organization cultures
 - Co-author of Human Behavior in Organizations (third edition) and Management and Organization (fifth edition)
 - The Effective Management Program, in its sixth printing, has been used by thousands of managers in a variety of industries throughout the country
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4) Instructor/Facilitator: Don Salverda, President of Donald Salverda & Associates

- Bachelor of Mechanical Engineering, University of Minnesota
 - Over 25 years of experience in the professional development field
 - Skilled seminar, workshop and retreat leader
 - Leadership experience in the private, public and volunteer sectors
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5) The Program & Process

Participants receive a comprehensive Effective Management Resource Manual and participate in seven, three-hour workshop sessions. Participants complete a survey describing their perceptions of their on-the-job behaviors. The participants' superiors, peers and direct reports also complete surveys. The combined results, computer processed and categorized, provide a perception comparison for the participants and becomes a basis for personalized management and leadership effectiveness improvement plans of action.

6) The Skills Studied

1. Leadership
 - a. Participative leadership style
 - b. Assertiveness
 - c. Trust building
 - d. Persuasiveness
 - e. Motivational skills
 - f. Team building
 - g. Empowerment
 2. Initiative
 3. Planning
 4. Controlling
 5. Decision Making
 6. Communicating
 7. Time Organization
 8. Motivational Level
 9. Managing change
 10. Development of Direct Reports
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7) The Outcomes

- Participants affirm their strengths and develop plans of action to improve their most pressing leadership and management development needs
 - The program provides structure for coaching participants in leadership and management effectiveness improvement
 - The program builds accountability through reassessment
 - The program provides a framework for improving team effectiveness
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8) Comments from Previous ACEC/MN Program Participants

"I liked Don's approach to enhancing my management skills. The biggest plus for me was my increased awareness of things I could improve on. I was very grateful for the level of communication this seminar opened up within my company between myself and my peers, subordinates and superiors."

-- Senior Engineer

"Don had a lot of ideas and ways of improving my managerial skills. The seminar was held in a relaxed, easy-going atmosphere, which made the material very easy to absorb. Don did a nice job of presenting the material."

-- Vice President

9) Schedule

The first session will be held Thursday, November 3, from 8:30–11:30 a.m. at the Crystal Community Center (4800 Douglas Drive, Crystal). Subsequent session dates will be determined at the first session to accommodate the participants.

10) Registration – RSVP by Friday, October 21 to reserve your space

Registration fee is \$900 per person, which covers:

- Comprehensive computerized management and leadership development needs assessment, compiled from data obtained through individually selected 'describers' (representing superiors, peers and direct reports) compared with a self assessment
- Comprehensive 334-page Effective Management Resource Manual
- Participation in seven workshop/group discussion sessions

Name

E-mail address

Firm name

Please send your completed registration and payment to: Melissa Langowski, ACEC/MN, 10201 Wayzata Blvd., Suite 240, Minnetonka, MN 55305 P: 952/593-5533, F: 952/593-5552