Leadership and Management Development
Sept-Dec 2015

Essential skills for TODAY’S workplace

These seminars enable you to:
• Assess and develop your managerial strengths to be a better leader
• Write effectively
• Better understand and communicate with coworkers
• Develop your personal leadership philosophy
• Manage your time and stress to increase your effectiveness
• Develop strategies to build and use power and influence as a middle manager

General Information

Time/location: Classes are held from 8:30am-3:15pm with a 45-minute lunch, at either the Pyle Center (702 Langdon St) or the Lowell Center (610 Langdon St) on the UW-Madison campus. A pre-class email provides a map, directions, parking information, as well as a pre-class assignment.

For information, visit: continuingstudies.wisc.edu/certified-public-manager, or contact Robbi Dreifuerst at 608-262-3830 or rdreifuerst@dcs.wisc.edu.

Fee: $135 for one-day class; $265 for two-day class. Cost includes instruction, refreshments, and a nonrefundable $25 administrative fee. Participants are responsible for transportation and meals.

Approved Hours/Continuing Education Credits: Each class earns 0.6 CEU or 6 hours of professional continuing education. For information on continuing education credit for social workers, counselors, psychologists, marriage and family therapists, substance abuse counselors, education, and other professionals, see continuingstudies.wisc.edu/ads/social-work-credit.htm.

Wisconsin Certified Public Manager® Program

The classes listed may be used toward requirements of the Wisconsin Certified Public Manager (CPM) Program. CPM is a nationally accredited management development program that prepares participants for the challenges and unique demands of the public management profession. It is designed specifically for local, state, or federal managers and elected officials, and those working in nonprofit organizations. However, most CPM classes are appropriate for private sector managers as well.

Cancellation Policy: You are welcome to send a substitute if you are unable to attend a class. You will receive a full refund minus the administrative fee if you cancel up to three business days prior to your class. If you cancel less than three business days prior to the class, or do not participate, you are responsible for the entire fee.

In the event of bad weather or other emergencies, call 608-263-4432 to learn whether a class has been cancelled. Emergency cancellation notices are posted at continuingstudies.wisc.edu.

Past Participant Comments

"The instructor brings a passion and experience in the leadership world which he freely shared with the class."

"Very good group participation & discussion on time & stress. Instructors did a great job of engaging the class."

"I learned some very interesting techniques to use in interpersonal relations, both with supervisors and subordinates."

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LEADERSHIP & MANAGEMENT DEVELOPMENT—Sept-Dec 2015

Essential skills for TODAY’s workplace—Whether you’re just beginning your supervisory career or have several years of management experience, it’s never been more important to invest in your professional skills. You’ll work smarter when you have the tools and techniques to effectively manage the ever-changing landscape of today’s workplace.

Th, Dec 1
Management Assessment for Personal Planning and Development
An essential tool for any manager, this class improves your understanding of yourself and of resilient management. Through a series of self-assessments completed before class, learn how your styles and needs compare with those of other managers and with agency goals. Discover strategies to enhance your strengths and address limitations. Register by Sept 7 to complete self-assessments before class. We use class time for analysis and problem-solving.
Instructor: Robbi Dreifuerst is director of the Wisconsin Certified Public Manager® Program for Continuing Studies at UW-Madison.
A CPM Supervisory Care Class
Th, Sept 24
Executive Writing: Effective Workplace Communication
Strengthen your writing of memos, letters, and reports about a broad range of issues. Learn to select your communication styles and generational differences affect how employees function and relate to one another, ultimately affecting your company’s experience and the bottom line of your business. Gain insight into understanding your work teams and how you learn about communication style preferences and generational differences in customer interactions, manager expectations, and work ethic.
Instructor: Sarah Gibson is president of Accent Learning & Consulting, a training and development firm that helps companies understand the impact of workplace communication and individuals to increase their credibility and effectiveness.
A CPM Organizational Management Class
W, Oct 7
Communication Styles and the Generations
These classes are part of the Wisconsin Certified Public Manager® Program

A CPM Resource Management Class

W, Dec 2
Leading and Managing from the Middle
As a middle manager, your job is increasingly important. You translate the expectations of superiors into standards for your employees, and you represent your unit to others. Learn how you can contribute even more effectively to your organization's high performance and build strategies to increase your influence. Leverage your position to achieve organizational goals through others, using your seven bases of power more effectively.
Instructor: Guy Van Kessel is the process improvement specialist for the City of Madison. He has been an instructor for UW-Madison’s Certified Public Manager program for over 20 years. He also provides consulting services to public and nonprofit organizations statewide.

A CPM Organizational Management Class