



Online eLearning Webinar Series

Managing Employees: Core Skills for “New and Less Tenured” Supervisors and Managers

Program Summary

This training is designed for persons new to supervision or have little or no formal employee management training. It is also relevant for those who wish to acquire foundational skills for working with individuals and teams to get desired results.

Want to help your management team acquire skills for getting great results - efficiently and cost effectively? Or perhaps your interest is for consistency from your management staff. Better still, you are looking to proactively help your young managers, supervisors and team leads acquire basic management training as they transition into their new roles. Then this is the course you want.

Program Goals and Learning Outcomes:

Conducted over two 2-hour sessions, participants will gain an understanding of key management concepts and fundamentals they can put to work immediately to enhance performance. Skills learned are especially relevant to those new to managing people or who need a refresher on these essential skills.

Participants will be in a position to apply the right people skills for working with direct reports and get off to a reasonably good start until they can get more thoroughly trained on these and other skills.

Specifically, participants will;

- Optimize team performance and increase results by applying **Basic Management Principles**
- Learn key **management functions** and **responsibilities** and how they apply in practice
- Understand what it entails to "**join the management team**"
- Learn **effective practices** for enhancing moral and team confidence, and so much more
- Learn approaches for focusing on specifics to optimize results
- Be in a position to use effective follow-up to keep employees focused on department/team objectives, and much more

"The webinar interactive system was easy to use. Joyfields staff were very attentive, professional, and well-organized. The presenter was clearly very knowledgeable and professional. A positive experience.."

**** Earn up to 4 CE Hours**

Date: Please view session dates and Times online

Location: On Your PC

Who Should Attend:

All personnel who have direct reports and management or supervisory responsibility for others. This program is relevant if you conduct performance appraisals.

FACULTY

Sobem Nwoko, President, Joyfields Institute

Mr. Nwoko is a human performance management consultant who has been delivering evidence supported best practices management training and consulting to private and public sector organizations since 1997.

He spent over 20 years in senior management roles at various corporations before founding Joyfields Institute in 2001. He has had responsibility for over 350 employees managing operations and driving strategic programs designed to improve processes as well as employee and customer satisfaction. Mr. Nwoko did his Bachelors degree work in Mass Communications at the University of Maryland and Graduate work in Instructional Technologies at Towson State University. As president of Joyfields Institute, he has focused his attention on evidence based best practice models for solving executive leadership challenges. He has worked to bring the best experts together to disseminate and teach these practices.

Joyfields Institute programs are delivered through live and online workshops and conferences. The company publishes websites featuring daily news, resources as well as e-publications delivered to subscriber and members online. Mr. Nwoko is married and has 2 lovely daughters. The family lives in the Atlanta, GA area of the USA

CERTIFICATE COURSE

Upon completion of the course, participants will earn CE Hours plus documentation of training hours as evidence of accomplishment and status as a practitioner who has acquired specific new skills. Your document is delivered upon completion of the course.

MEMBERSHIP

And take advantage of these benefits immediately with this webinar!

- Attend **one** fee-based 1-session FREE or get HALF-OFF a 2-Session webinar with your new membership instantly
- Free access to attend select members-only webinars
- 10% Discount to Joyfields Institute sponsored events. Year round Joyfields conducts several live workshops, forums and conferences to which members receive discounts.
- Subscription to Joyfields periodical featuring current industry news and articles

Our community includes executives, decision-makers and influencers at human services agencies

Individual Membership Fee

- Individual Membership: \$195/year

Corporate Membership Fees:

Corporate 5's: \$795

I was very impressed with the depth of knowledge the facilitators possessed about evidenced based best-practices in the industry. However, it wasn't an over-your-head kind of dissemination . . . very practical.

"Loved the webinar format! Great technology and ability to limit travel time, time away from family, etc. and still get great training."

"Personally I felt for the first time that this program was developed for the work that I do."

Joyfields Institute for Professional Development

Online eLearning Webinar Series

REGISTRATION FEES

Please check/circle where appropriate

Set-up: \$100 (Waived for a limited time) \$ 0

Single attendee: ___ X \$195 \$ _____

2 or more attendees: ___ X \$150 ea \$ _____

*** CE TRAINING HOURS DOCUMENTATION AND CERTIFICATE ISSUED**

TEAMS **

Teams Per Location: ___ X \$395 ea (Limited time offer. Reg. \$695) \$ _____

* Members — Take 10% OFF

* Alumni — Take 5% OFF

PAY GRAND TOTAL \$ _____

**** UP TO 20 PARTICIPANTS PER LOCATION/TEAM
CE TRAINING HOURS DOCUMENTATION AND CERTIFICATE NOT ISSUED**

**** Participants will receive webinar access details when registration is processed.]**

Complete your registration by entering participant (s) details on the registration form located on the next page

PAYMENTS AND SUBSTITUTIONS

Please make payments online at www.joyfields.org. 4 More Convenient Ways To Pay:

- **FAX** Completed Registration form to Joyfields at +1(678)605-0271
- **BILL ME** - Will pay by company check. Checks must be payable in US \$ against a US bank and made out to "Joyfields, Inc." and Mail to Joyfields, 5805 State Bridge Road, Suite G255, Duluth, GA 30097
- **CALL** Joyfields for assistance at +1(770)409-8780
- **WIRE** transfer. To pay by wire transfer, send email to wires@joyfields.org to request wiring instructions. Include your phone and fax # and we will send you details for wiring funds Questions? Send email to Yvette Hughes at Yvette@joyfields.org or call +1(770)409-8780.

All payments must be received to participate. If there is a chance payment may not reach us before the program date, a Purchase Order will be required.

Participants may substitute attendees, at any time prior to the program start, with no penalty.

Joyfields Institute Online eLearning Webinar Series

Please use this form to process your registrations. Complete the form and fax to +1-678-605-0271

Webinar Name: _____ Webinar Dates: _____

Approving Manager Name: _____ Title: _____

Email: _____ Phone: _____

Company: _____ Fax: _____

Address: _____

City: _____ State: _____

IPC/Zip: _____ Country _____

Attendee #1 OR COORDINATOR INFO IF TEAM Attendee #5

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

Attendee #2

Attendee #6

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

Attendee #3

Attendee #7

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

Attendee #4

Attendee #8

Full Name: _____ Full Name: _____

Email: _____ Email: _____

Title: _____ Title: _____

**** To register over 8 participants, please make copies of this page. Thank you.**

Payment Method (circle one): Credit Card / Wire / Check / Cash / PO # _____

Credit Card Name (circle one): MC / VISA / AMEX / DISCOVER

Name on Card: _____

Card Number: _____ Security Code: _____

Expiration Date: _____