



Online eLearning Webinar Series

Management Skills-2: Core Skills for "More Tenured" Supervisors and Managers

Program Summary

As lead personnel become tenured in their positions some less than desirable habits are prone to entrench. This program builds on existing skills to help the more tenured management staffs get things done with less stress. It further teaches skills for motivating staff and stakeholders they work with. This is especially true where employees are very tenured in their positions and may just be going through the motions.

Many managers and supervisors who have been in their jobs for a long period lack these basic skills or the skills have gone stale. They need their skills sharpened and refreshed. Joyfields Institute's online eLearning webinar is an effective way to acquire skills efficiently.

**** Earn up to 2 CE Hours**

Date: Please view session dates and Times online

Location: On Your PC

Program Goals and Learning Outcomes:

At the end of the course, participants will understand key concepts and coaching skills for building healthy relationships with their employees. They will be in a position to apply the right people skills in dealing with their direct reports and work effectively to and maximize performance results and achieve goals with less stress. In addition they will learn;

- A review of effective practices for managing employee teams
- To work and insure people to achieve department, team and individual goals
- Key skills for insuring performance appraisals are conducted with less stress
- How to use effective follow-up to optimize results and insure a satisfied workforce
- What employee performance management methodologies to apply in day to day operations
- Motivation skills, key motivation factors and how to apply them for motivating the team day by day
- To set and communicate department-aligned goals to achieve them through staffs
- Key factors for improving performance when expectations are not being met

Management Skills-2: Core Skills for "More Tenured" Supervisors and Managers

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 receive 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.

WHO SHOULD ATTEND

Personnel who have direct reports and management responsibility for others. Managers, supervisors, program managers and professionals in various fields who conduct performance appraisals.

Joyfields Institute for Professional Development

Online eLearning Webinar Series

REGISTRATION FEES

Please check/circle where appropriate

***Members & Alumni – Take 10% OFF**

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

Single attendee: ___ X \$125 \$ _____

2 or more attendees: ___ X \$95 ea \$ _____

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

TEAMS **

Teams Per Location: ___ X \$295 ea (Limited time offer. Reg. \$695) \$ _____

**** 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.

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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 # _____

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