

Penn State

# Fundamentals of Functional Manager

Registration Deadline 3/2/2010

**March 16, 2010-April 13, 2010**  
**Tuesdays from 8:00 am-Noon**  
**Rieter Automotive**  
**480 W. Fifth St., Bloomsburg, PA 17815**

## **Program Description:**

Effective leadership is more than just knowing fundamental concepts. It is about successfully applying these concepts in the workplace. The Fundamentals of the Functional Manager program allows participants to practice key areas of management and develop capabilities to address current industry challenges.

**Target Audience:** Existing and Developing Managers or Leaders

## **Attendees will learn effective strategies in:**

### **Leading Organizational Change**

- Change management in turbulent times
- Resistance to change
- Resilience
- Monitoring and sustaining change

### **Solving Problems and Making Decisions**

- Systematic approach
- Application tools and techniques
- Factors associated with group dynamics

### **Advanced Interpersonal Skills**

- Negotiation and influence
- Emotional intelligence
- Conflict resolution and mediation

### **Project Management**

- Project definitions and roles
- Project implementation
- Cost-benefit analysis
- Budgeting
- Project closing

### **Building a Culture for Success**

- Teamwork and cooperation
- Employee involvement
- Diversity and decision making
- Diversity and values
- Organizational culture and climate
- Empowering employees

## **Course Characteristics:**

- Scheduled over five convenient, half-day sessions
- Highly interactive , small group instruction
- Time between sessions to apply concepts in the workplace

## **Course Participation & Registration:**

Members of the Central PA Advanced Manufacturing Partnership can attend this training for \$250 per participant (representing approximately 25% of the program cost). The remainder of the program cost is being supported by the Partnership with funding from the Pennsylvania Department of Labor and Industry. Space is limited and **registration fees are non-refundable**. However, arrangements can be made to send a substitute if needed. To register, contact Deb Conway at [dxk40@psu.edu](mailto:dxk40@psu.edu) or 570-450-3136.

For additional information or to join the Central PA Advanced Manufacturing Partnership, visit [www.cpwdc.org/lamip.htm](http://www.cpwdc.org/lamip.htm) or contact: Chris Wilusz, [cwilusz@cpwdc.org](mailto:cwilusz@cpwdc.org); (570)522-0600 x 466.