



Management Essentials

Essential Skills for Supervisors and Team Leads

- *Have you just moved into a team lead or supervisory role?*
- *Never managed people and now you are the “boss”?*
- *Been in your role a while but feel that you want more tools to get it right?*
- *Or just looking for a refresher to reignite your leadership spark?*

Management Essentials can help! With six (6) half-day modules in key areas, you'll add valuable skills to your managerial toolbox. You'll have a chance to problem-solve and apply new solutions to current issues during class time!

Management Essentials Workshops

Workshop 1

Monday, **April 01**, 2019

- Module 1: **Working with Different Personalities***
- Module 2: **How to Run Effective Meetings**

Workshop 2

Tuesday, **April 02**, 2019

- Module 3: **Time & Priority Management**
- Module 4: **Delegation Skills**

Workshop 3

Wednesday, **April 03**, 2019

- Module 5: **Coaching Skills**
- Module 6: **Conflict Management**

Investment

- \$829 (GST included) for all 3 workshops per person.

Location

Jasper Employment & Education Centre (JEEC)
631 Patricia Street, Jasper, Alberta

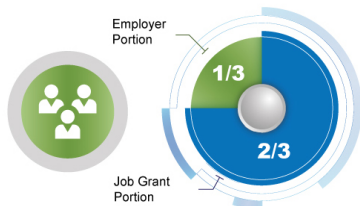
Workshop Schedules

7:30 – 8:00 am	Registration & Networking
8:00 am – 12:00 pm	Morning Session
12:00 – 12:30 pm	Lunch (included)
12:30 – 4:30 pm	Afternoon Session

*This 3-day program is eligible for the **Canada-Alberta Job Grant***

For more information, check out the Canada-Alberta Job Grant [website](#).

Lunch will be provided by JEEC



Register Now!

Call Zeb at: (780) 852-4418 – ext #4

JUNA Consulting is not responsible for job grant applications or approvals