

# PRESIDENT'S MANAGEMENT DEVELOPMENT PROGRAM

For registration information please go to the  
Training & Development Office Website at:  
<http://bfa.sdsu.edu/ps/train/presdevl.htm>

## Courses Offered

### SDSU 101

February 23rd or May 11th, 12:30 p.m. - 4:30 p.m.

### Financial Management

March 8th, 8:30 a.m. - 12:30 p.m.

### Effective Communication in the Workplace

March 27th, 8:30 a.m. - 12:30 p.m.

### Legal Issues

April 12th, 8:30 a.m. - 12:30 p.m.

### Building a Successful Team

April 27th, 8:30 a.m. - 12:30 p.m.

### Effectively Supervising Employees

May 22nd, 8:30 a.m. - 12:30 p.m.

### Staff Performance Appraisals & Progressive Discipline (MPPs only)

June 8th, 8:30 a.m. - 12:30 p.m.

### Time & Task Management

June 19th, 8:30 a.m. - 12:30 p.m.

### Managing Workplace Conflict

July 13th, 8:30 a.m. - 12:30 p.m.

### Employment Practices

July 27th, 8:30 a.m. - 12:30 p.m.

### Diversity Awareness

August 10th, 8:30 a.m. - 12:30 p.m.

### Delivering Effective Presentations

August 24th, 8:30 a.m. - 12:30 p.m.

## Participant Eligibility

Staff who hold an MPP, SSP III or IV, Department Chair/School Director position or one in a similar level classification with managerial duties are eligible to attend.

## Program Options

The program is designed around the unique needs of University managers. Attendance in the training sessions is flexible . . . a participant can sign up for as many or as few trainings as he or she chooses.

Individuals also have the option of taking part in the Certificate Series. Upon completion of nine of the twelve sessions (eight for non-MPPs) participants will receive a certificate of completion. All training sessions are voluntary; however, MPPs are highly encouraged to attend.

## FOR MORE INFORMATION

## CONTACT MELANIE DOYLE

TRAINING & PROFESSIONAL DEVELOPMENT MANAGER

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