Managing Yourself and Leading Others

Learn to identify and apply the skills of other effective leaders.

Accelerate your personal and organizational development

For more information including dates and registration, please visit:
ExecEd.unh.edu
Managing Yourself and Leading Others instructs the frontline manager on leadership practices that impact organizational effectiveness, like conflict resolution, motivation, influence, and meeting facilitation. A frontline manager’s effectiveness on the job affects the whole chain of command, those reporting to-- and those counting on-- this critical middle manager. Men and women attending Managing Yourself and Leading Others will be able to apply program content directly and immediately at work. The outcome is improved workplace culture, harmony and performance.

Who should attend?

First level managers such as supervisors, directors, line managers or office managers in any profession: nonprofit, government, manufacturing, administration, sales, who are directly responsible for the production of goods and services and supervision of staff.

Primary program objectives of Managing Yourself and Leading Others:

- Perform self-assessments that help you see what kind of leader you are today.
- Develop key skills for more effective performance evaluations, communication, conflict resolution, and change management.
- Enhance relationship building and your ability to lead groups. Gain an understanding of your direct reports’ personality differences and their motivating and influencing behaviors.
- Acquire the resources you need to motivate others.
- Examine and practice what it takes to conduct more effective meetings.

Sample program schedule:

A sample schedule for the 2 day Managing Yourself and Leading Others program follows. Please note, this schedule is subject to change and a more detailed agenda will be presented to enrolled participants.

<table>
<thead>
<tr>
<th>Pre-work</th>
<th>Day 1</th>
<th>Day 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Briggs Type Indicator® (MBTI) to enhance self-awareness.</td>
<td>Welcome, Introductions and Program Overview</td>
<td>Motivating and Influencing Others</td>
</tr>
<tr>
<td>Thomas-Kilmann Conflict Mode® Instrument (TKI) assessment which looks at conflict styles.</td>
<td>Managing Yourself and Leading Others</td>
<td>Leading Change</td>
</tr>
<tr>
<td></td>
<td>Conflict... Working in Difficult Situations</td>
<td>Self Assessment review, analysis, and self-reflection</td>
</tr>
<tr>
<td><strong>Morning Session</strong></td>
<td><strong>Afternoon Session</strong></td>
<td><strong>“Connecting the Dots”</strong></td>
</tr>
<tr>
<td>Communication: The Lifeblood of Effective Leadership</td>
<td>Homework Assignment</td>
<td>Performance Management</td>
</tr>
</tbody>
</table>

To bring this program in-house as a Custom Program

Call: Dan McCarthy
Director
Executive Education
603-862-3311
Instructor

Dr. William (Bill) Hassey

Bill Hassey teaches at the University of New Hampshire in the Peter T. Paul College of Business and Economics. His focus is Leadership and Organizational Behavior in both the undergraduate and Executive MBA programs.

Dr. Hassey is President and Founder of Bill Hassey and Associates, a consulting firm with a 25 year history of working with leaders in change and organizational effectiveness.

Bill has been instrumental in introducing processes that have enhanced and enabled front-line workers’, increased their sense of responsibility for their assignments and dramatically improved productivity. He has worked with a variety of organizations and industries in both the private and non-profit sectors, with “start-up” and well-established businesses and organizations.

In addition to his current experiences:
Vice President of The Altwell Consulting Group
Founder and President of Performance Impact, Inc.
Corporate Vice President of Human Resources for Hadco Corporation
Director of Organizational Development and Education for Computervision Corp.
Founder of GetPlastic.com

Dr. Hassey is a frequent lecturer for professional organizations and conferences on change management, effective use of training and the methods and techniques of designing an effective training department, leadership development and organizational development, as well as the use of learning and training to fulfill strategic objectives.

Dr. Hassey’s Teaching Methodologies:

Highly experiential with a strong dose of self-assessment and action planning. The sessions are highly interactive with opportunities to establish individual goals and objectives as follow-up and application to each particular situation back in their own organization.

Participants will be expected to complete a series of self-assessments before attending the session. In addition, articles and assignments will be completed between the first and second day.
Program Location, Logistics, and Fees

Location:

**Managing Yourself and Leading Others** is held at Paul College located on the University of New Hampshire’s Durham campus. State-of-the-art classrooms are equipped with executive level technology to create a positive learning environment.

Accommodations:

The program fee does not include accommodations. If you plan to stay overnight, consider Three Chimney Inn and the Holiday Inn Express, both located in Durham, and The Sheraton Harborside, in Portsmouth.

Tuition and Fees:

$1,399/per person. *Early bird discount:* $1,260.

10% discount to USNH alumni (University of New Hampshire, Plymouth State University, Keene State College and Granite State College graduates)

Fees are inclusive of: All pre-work and program materials and meals during the program (breakfasts, lunches, and morning and afternoon breaks).

Registration and Cancelation Policies:

No penalty and full refunds for cancellations up to 30 days.

For detailed information, please visit: [http://execed.unh.edu](http://execed.unh.edu)

Questions?

Let us help you get the most out of your educational experience:

Dan McCarthy, Director of Executive Education
603.862.3311— daniel.mccarthy@unh.edu