

TIME MANAGEMENT & CONFLICT RESOLUTION

COURSE DESCRIPTION:

Do you find there is so much to be done in such a short amount of time? Is there one certain coworker or employee you find hard to get along with? This workshop teaches the principles of good time management and defines the work and role of a manager. The participant will learn how to deal both with conflict and how to cope with difficult people.

This workshop is an optional course for Roads Scholar and is worth six professional development hours.

INSTRUCTOR: MICHAEL A. KING

Michael A. King earned his degree in Sociology and Criminology from Murray State University. He has spent his career in the design, development, delivery, and evaluation of training for government and private sector organizations since 1980. He has conducted workshops for the Kentucky Transportation Center since 1990.

AGENDA

Introduction/Orientation

The Work and Roles of the Manager

Break

Effectively Managing Time

Lunch

Dealing with Conflict

Break

Working with Difficult People

Wrap Up/Evaluations

Adjourn/Certificates