



proGamma Science Corporation

## Modern Management BootCamp



- Guidance for the Modern manager
- Effective time management
- How to handle problems
- Making the right decision
- Goal setting
- Effective project management
- includes scenarios, video situation analysis, workshops the best in the industry

### 5 workshops

More than 15 case studies, video situation analysis, workshops that will provide you with all the tools you need to be Effective and Skilful Modern Manager.

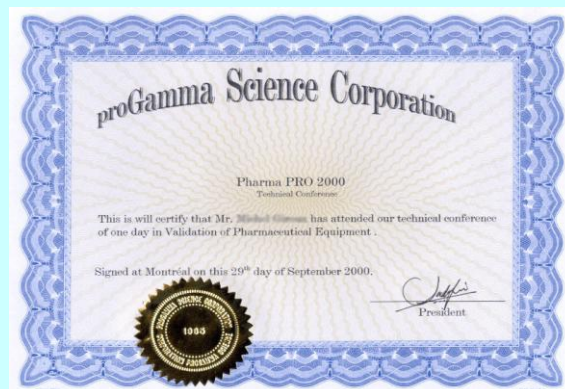
Hotel Le ChanteCler – Sainte-Adele –Quebec  
March 19-23, 2012

# BootCamp Objectives

Work places are being changed to make things better for workers and to increase productivity. It's called improving the quality of work life. The key ideas are creating smaller, more responsible work groups and having the company become more responsive. In the mist of all that if you are a new supervisor or manager who was just promoted or a new appointed supervisor who is coming from outside the company, What should you do, where to start, how to be efficient, this boot camp would be the ideal experience to learn, practice and implement what you have accumulated in five days. Lots of case studies, video situation analysis, workshops that will provide you with all the tools you need to be Effective and Skilful Modern Manager.

## Who will benefit?

All n supervisor and managers new or who are really interested in becoming effective and efficient.



**A certificate of achievement will be granted upon successful completion of the course requirements**

**Why some individuals, teams, and organisations perform, work effectively and achieve their objectives. While others fall!**



# Day 1

## The new Manager

**8:00** Registration- Continental Breakfast

**8:30** Course begin

### Self-Managing

- Manager role
  - What do effective managers do?
  - Action centered leadership
- Management Vs. Leadership
- Communication skills
  - Easy vs. difficult communication
  - Effective communication
  - Impact of communication
  - Verbal vs non-verbal communication
- Making Decisions

### How effectively you lead others

- Delegation
- Motivation
- Conflict management
- Performance appraisal
- Managing Change
- Reward and Recognition

### Workshop #1



**video situation analysis**

**4:30** End of day one

# Day 2

## Using Time Effectively

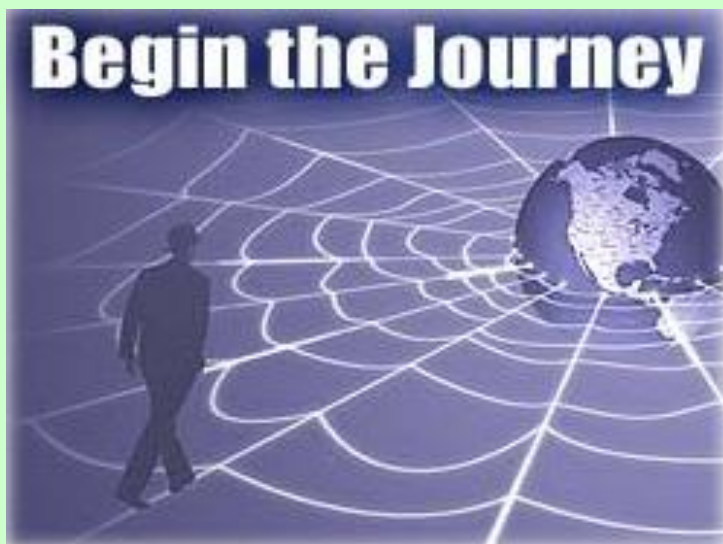
**8:00** Continental Breakfast

**8:30** Course begin

- What are the four myths about managing time
- What are the six time systems
- Time wasters, how to plug time leaks.
- Time saving hints
- What are the challenges?
- Team in Operation, helping staff manage time
- Case studies

### Workshop #2

**4:30** End of Day 2



# Day 3

## Leadership in Action

**8:00** Continental Breakfast

**8:30** Course begin

- What is a leader
- Types of leaders
- The personality Keys
- What type of leader are you
- Why would workers want to become part of a team?
- The push versus the pull
- The Leader of today-being in the people business
- The 7 important skills of a good leader
- What's in it for you as a leader?
- How does the organization benefit?
- What are the challenges?
- What are the 14 elements for a team to be working efficiently?
- Team in Operation
- Leadership TIPS
- Building motivated teams
- Coaching

**Workshop #3**

**Video situation analysis**



**4:30** End of Day 3

# Day 4

## Problem Solving and decision Making

**8:00** Continental Breakfast

**8:30** Course begin

- Introduction
- Types of Problems
  - Identification
  - Find out the cause
  - Decide what you want to happen
- Making choices
- Long and short range solutions
- 9 Actions that will facilitate problem solving
- Be sure that the decision is yours to make
- Define the problem carefully
- Anticipate problems
- Give attention to the important decisions
- Make necessary minor decisions promptly
- The 10 important steps to effective decision making
- How successful managers go about decision making
- Effective Group decision-making
- Ethical Elements of decision-making

### Workshop # 4

Course participants will be teamed to resolve different problems.



### Video situation analysis

**4:30** End of Day 4

# Day 5

## Project Management

**8:00** Continental Breakfast

**8:30** Course begin

### **Introduction**

- What is project Management?
- Relationship to other management disciplines

### **The Project Management**

- Phases and lifecycles
- Stakeholders
- Organizational influence
- Key general management skills needed
- Social, economic and environmental influences

### **Project Management Processes**

- Project Processes
- Process Groups
- Process Interactions
- Mapping PMPs

### **Project Quality Management**

- Quality Planning
- Quality Assurance
- Quality Control

### **Project Human Resources**

- Organizational Planning
- Staff acquisition
- Team Development

### **Project Risk Management**

- Risk management Planning
- Risk identification
- Qualitative and quantitative Risk Analysis
- Risk response planning
- Risk control

### **Workshop # 5**

**4:30** End of Course

# Registration Form

## Modern Management BootCamp

Please check the date of interest:

Montreal **March 19-23, 2012**

Please return the completed registration form to:

**By Mail:** **By Fax:** (514) 697- 4355 **By Phone:** (514) 695-8622

proGamma Science Corporation  
6600 TransCanada, Suite 452,  
Pointe Claire Quebec, Canada H9R 4S2

Please Register the :

Name: \_\_\_\_\_ **\$1480**  
Delegate (1): \_\_\_\_\_ 5days   
Delegate (2): \_\_\_\_\_ 5days   
Delegate (3): \_\_\_\_\_ 5 days   
Delegate (4): \_\_\_\_\_ 5 days   
Delegate (5): \_\_\_\_\_ 5 days

SUBTOTAL \$ \_\_\_\_\_  
GST \$ \_\_\_\_\_  
PST\* \$ \_\_\_\_\_  
Total: \$ \_\_\_\_\_

\* Only for Quebec residence

Name: \_\_\_\_\_  
Company : \_\_\_\_\_  
Address : \_\_\_\_\_  
City: \_\_\_\_\_ State / Province: \_\_\_\_\_ Postal code / Zip : \_\_\_\_\_  
Telephone : ( ) \_\_\_\_\_ Fax : ( ) \_\_\_\_\_ E-mail: \_\_\_\_\_  
Signature: \_\_\_\_\_

### Method of Payment:

- Payment endorsed , check is payable to : proGamma Science Corporation
- Please invoice my company for the amount of \$ \_\_\_\_\_ and our PO# is \_\_\_\_\_
- Please charge my credit card: **Please Fax this form if you are paying with credit card**
- VISA  MasterCard

Card Number : \_\_\_\_\_ Expiry Date : \_\_\_\_\_

Name ( as shown on card ) : \_\_\_\_\_

Signature ( required ) : \_\_\_\_\_

Authorization #  
Date:

**Conference Venue :** Hotel Le ChanteCler – Sainte-Adele -Quebec

**Registration fee:** \$ 1480 includes the presentation material, lunch and refreshments, for the registered delegate for the complete 5days. Individual days are allowed for \$490 per day

**For the registered complete boot camp the fee will include 4 night- double Occupancy plus breakfast and lunch super is on you**

**Group discount:** For every 6 delegate the 7<sup>th</sup> is **FREE**, delegates must register at the same time.

**Cancellation / Substitutions:** You must notify us in writing (fax) 10 business days before the conference date to cancel to receive a refund. No cancellation will be accepted after that date. Notify us by Fax for any substitutions. ASAP, 3 business days before the conference.