

The Management Institute
**Customized Training
for Your Management
Team**

1

Call 732-255-0510

2

Meet

3

Needs Assessment

4

**Identification of
Customized
Training Topics
and Content**

The Program Coordinator will work with your organization representative to develop a program to meet your management team's needs. Industry experienced consultants will deliver the training either at your site or a college location. If your company identifies five or more topic areas, each employee who completes at least 80% of the program will be awarded a Management Institute Certificate. Your employees will receive Continuing Education Units (CEUs) for each course completed.

*Why wait any longer.
Let us help make your management
team all that it can be!*

Call 732-255-0510

Email: drobenson@ocean.edu

**Check out our Web Site—
www.ocean.edu/cbet.htm**

**Location:
The Center for
Business Education
and Training
150 Brick Blvd., Brick, NJ

Ocean County College**

**The
Management
Institute**

**The Center for
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THE
MANAGEMENT
INSTITUTE

**Center for
Business Education
& Training**

THE MANAGEMENT INSTITUTE

The management team in each company is vital to the success of the enterprise. Everything from employee retention to world-class customer service is strongly influenced by mid-level managers, first-line supervisors, and team leaders. The goal of the Management Institute is to improve the performance of your management team in areas that are likely to have the greatest impact on your business. The training provided is customized to your needs and delivered by business savvy instructors.

1

Call the Center
732.255.0510
to talk to a Program Coordinator.

2

The Program Coordinator will **meet** with a company representative and gather preliminary information and answer questions about the program.



3

The program coordinator will work with the company representative to determine where training may help your management team and what specific topics are likely to have the greatest impact. This is called the **needs assessment** phase.

Data is often collected in a variety of forms – from focus groups and questionnaires to individual interviews and observations. While this may take a little time, the result is a focused training program that means you spend less time and money than you would on a general-purpose program. It also leads to examples in the training that come directly from your work environment.

4

Training topics specific to the needs of the business are compiled from the needs assessment. The assessment is also used to develop the content of the courses customized to the operational goals, process improvement initiatives, and employee performance.

Remember! It is always better to focus on the *vital few* and do those well, than it is to try to tackle everything and hope that some things stick.

Training Topics may include, but are not limited to the following—

- Management & Leadership
- Project Management
- Goal Setting and Developing Business Objectives
- Budgeting & Finance for Non-financial Managers
- Communication Skills
- Performance Expectations & Accountability
- Conducting Effective Performance Evaluations
- Coaching Employees to Top Performance
- Motivating Employees
- Problem Solving
- A Positive Approach to Discipline
- Running Effective Meetings
- Creating Highly Effective Teams
- Decision Making
- Conflict Resolution & Negotiation Skills
- Effective Delegation Skills
- Interviewing & Selection Skills