

# MANAGER ACADEMY AGENDA

Department of Administration  
Conference Room B

## AGENDA ITEMS

Topic	Date	Time	Hours	
Improving Communication Skills for Managers	Day 1	5/31/2018	8:30-10:30	2
Building Motivation and Morale in the Workplace	Day 1	5/31/2018	10:30-12:30	2
Managing People Effectively	Day 2	6/7/2018	9:00-12:00	3
Coaching Techniques	Day 3	6/14/2018	9:00-12:00	3
Building Successful Teams for Managers	Day 4	6/21/2018	9:00-12:00	3
Dealing with Conflict for Managers	Day 5	6/28/2018	9:00-12:00	3
Review/Test	Day 5	6/28/2018	12:00-12:30	.5
TOTAL HOURS				16.5