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University of Montana

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MEDIA RELEASE

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Missoula +

"INCREASING PRODUCTIVITY THROUGH IMPROVED MANAGERIAL SKILLS" WORKSHOP OFFERED BY UM CENTER FOR CONTINUING EDUCATION

MISSOULA--

A workshop on "Increasing Productivity Through Improved Managerial Skills" will be offered by the University of Montana Center for Continuing Education on Thursday, April 29, in the UM Science Complex Building, Room 411. Cost of the workshop is \$95 and the program will run from 8:30 a.m. to 4 p.m. with a break for lunch.

This program complies with the continuing education standards set by the National Association of State Boards of Accountancy. Approval for continuing education units has been requested from the State Board of Nursing Home Administrators.

Requests for continuing education units for other professional groups, or for registration information should be addressed to the UM Center for Continuing Education, 125 Main Hall, Missoula 59812 (telephone 243-2900). Enrollment is limited and registration is requested by April 15.

The workshop will focus on the essential management skills of decision-making and delegation. Participants will analyze their current practices, learn new techniques and develop a working knowledge of delegation and decision-making that will help achieve organizational and personal objectives. An opportunity will be provided for personal assistance from the instructor.

In addition, workshop participants will learn how to understand the difference between working and managing; cultivate a managerial outlook and approach; analyze how, when and why to make a decision; retain control over the

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Increasing Productivity (Missoula)--add one

work delegated; motivate themselves and others; make wiser decisions and solve problems by following a comprehensive decision-making procedure; follow the do's and don'ts of delegation; develop executive skills.

The program is designed for public and private employers, administrators, business managers, supervisory personnel, managing directors, personnel directors, department heads and other leaders.

Maureen Ullrich, UM professor of management, will be the instructor. She teaches primarily in the areas of organizational behavior, human relations, and personnel psychology. She has brought her general management and supervisory expertise to numerous public and private organizations in Montana and throughout the western United States.

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