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University of Montana

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MEDIA RELEASE

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4/25/83
Great Falls

PRODUCTIVITY WORKSHOP SCHEDULED IN GREAT FALLS

MISSOULA--

"Increasing Productivity Through Improved Managerial Skills," a workshop sponsored by the University of Montana Center for Continuing Education, is scheduled Thursday, May 12, in Great Falls. The workshop, which will focus on the essential management skills of decision making and delegation, will meet from 8:30 a.m. to 4 p.m. at the Sheraton Inn, 400 10th Ave. South.

Cost for the workshop is \$95. Pre-registration is required by April 29.

The workshop is designed for public and private employers, administrators, business managers, supervisory personnel, department heads and other leaders. Discussion topics include decision making, retaining control over the work delegated, motivating yourself and others, and do's and don'ts of delegation.

Maureen Ullrich, UM professor of management, is the instructor.

For more information and registration contact the Center for Continuing Education, 125 Main Hall, University of Montana, Missoula, MT 59812; 243-2900.

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