



FUNDAMENTALS OF MANAGEMENT PROGRAM

Duke University Executive Education

Program Description

Effective leadership is critical to strong organizations, employee and customer satisfaction. But managing projects and people is complicated and challenging. How do you motivate your team? How do you translate strategy into action? How do you balance professional and personal priorities? Leaders must begin with an overarching understanding of business and management. Join Duke University's Fuqua School of Business for the new Fundamentals of Management Program, and discover what it takes to be a successful leader.

- This intensive session provides managers with the latest mindset, skills and tools necessary to excel in today's complex business environment.
- This program is designed for new managers with increasing business and supervisory responsibilities.
- It focuses on transforming you from an individual contributor to a team manager.
- You will gain an understanding of core business and management skills necessary to succeed both long term and in your day-to-day work.
- This program will help you hone your skills quickly, so you may immediately apply your newfound knowledge to your organization.

Learning Outcomes

- Embrace your role as a manager and the impact you have on the organization.
- Recognize and leverage differences between individual contributors and collaborators.
- Effectively coach, influence, and communicate with your team to develop them into superior performers dedicated to achieving business goals.
- Capitalize on your strengths and manage your weaknesses.
- Adjust your personal managerial and leadership style to dovetail with a diverse workforce, creating a positive and productive work environment.
- Develop skills to effectively communicate with all constituents.
- Balance business, team, and personal priorities.
- Employ essential behaviors of collaboration.

Learn more or apply today: www.ee.fuqua.duke.edu

Location

Duke University
Durham, N.C.

Upcoming Program Dates

November 15 – 19, 2009

Program Length

5 Days

Cost

\$5,600

(Includes tuition, instructional materials, accommodations, all meals and supplemental activities. Airfare and transportation to and from the airport are not included.)

Who Should Attend

First-time managers, new project/team leaders, or experienced managers who have had little formal training.

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