



Silicon Valley Technical Institute

1762 Technology Drive

San Jose, CA

Tel: 408-573-0100

Email: info@svtii.com

www.svtii.com

EFFECTIVE LEADERSHIP & MANAGEMENT SKILLS

Sept. 21, 2007

9am-4pm

It is widely stated that the "Good Leaders/Managers are made, not born!" But in real life, employees are often offered Supervisory and Managerial positions, just because they are deemed "good!" in their existing positions. The challenge is that a "good" employee, from a receptionist to a Team Leader and all the way to a "good" engineer, has to be "made" a good Manager / Supervisor and this process has to be closely managed, rather than being left to chance and organizational politics. Additionally, there are different "skill sets" required for Engineers and Managers! A good engineer does not necessarily and automatically make a good manager! New managers often do not receive comprehensive training and they see themselves faced with various dilemmas and a web of challenges once they occupy the Managerial position. This interactive workshop will offer a very detailed, collected and organized list of essential techniques for new as well as experienced managers. It will unfold many issues that a newly promoted Manager/supervisor must know along with key points that the seasoned individuals should know and be reminded of. The seminar's "commonsense" approach will allow the participants to grasp the concept and get involved with its application, in detail.

During the seminar the participants will learn:

- *The main factors behind employee motivation*
- *How to improve Safety, Quality, Productivity and Morale*
- *How to build skills for effective Coaching & Team-Building*
- *How to communicate effectively*
- *Interview and Appraisal Skills*
- *How to "Lead" people and "Manage" projects*
- *How to facilitate implementation of projects that people show resistance to*
- *The important role of the language & vocabulary in the field*
- *50-30-20 rule and its critical importance to Managers/Supervisors*
- *How to combat "Attitudinal" issues*
- *How to conduct "Group Meetings"*
- *How to deal with "Attendance" problems*
- *Time and project management techniques*
- *How to prepare for the next level up!*



About the Instructor:

Hormoz Mogharei has been in management field for over 19 years and has authored and presented many management courses in the areas of Communication Skills, Time Management, Leadership and Team Building. His clients include Stanford University, Cal-Poly University in San Luis Obispo and various professional associations such as APICS and Society of Manufacturing Engineers (SME). Mr. Mogharei holds ME and MBA degrees.

Seating is limited.
Please register in advance.
Register on line at
<http://www.svtii.com> or
Call: 408-573-0100

Schedule

Check-in: 8:30 am –9:00 am

Lecture: 9:00 am - 4.00 pm

Lunch: noon-1:00 pm

Tuition

Fee for the seminar is **\$280**. Group discount is available for groups of 3 or larger. The registration fee includes:

- One day of instruction
- Seminar notes
- Certificate

Lunch and refreshments are Included

Location

1762 Technology Drive, Suite 227, San Jose, CA