



- EVENT:** Stewart and Associates Presents: Management and Leadership Skills Seminar for Nonprofits
- DATE:** January 19, February 16, March 17, 2010 – Three Part Series
- PLACE:** USC Aiken Convocation Center on Highway 118 across from the USC Aiken Campus.
- TIME:** 9:00AM – 12:00PM AND 1:00PM – 4:00PM
- TICKETS:** \$179 per person for the entire 3-day series. Pay by December 31st and get a 10% discount. Attendees may be substituted for different sessions. Another attendee from the same organization may attend any 3-hour session for \$49.00. **Lunch is included.** Register by calling Stewart and Associates at 803-502-0099 or online at www.stewartandassociates.com

DETAILS:

Who Should Attend?

- New Managers and Supervisors
- Those being groomed for management
- Those having been without formal management training
- New board members who want to understand nonprofit management

What you will use as soon as you leave:

How to get on the fast track to achieving leadership success

- How to handle key management challenges
- How to establish credibility fast
- How to create a motivated, productive work team

What you will learn:

Day 1

- The foundations of management
- Unleashing leadership and creating great change
- Goal setting and planning
- Communication

Day 2

- Delegation

- Time management
- Problem solving and negotiation
- Interviewing and new employee orientation
- Coaching, counseling and discipline

Day 3

- Nonprofit funding
- Planning a nonprofit website
- Working with your board
- Motivation and career development

***Liz Stewart – Dr. Stewart is president of Stewart and Associates, Inc. which is now in its 25th year. The firm provides consulting and training services to help organizations function more effectively. After fifteen years with XEROX, she retired as a Regional Vice President. She is author of a current book entitled Leading the disciplined Organization. She is now working on her next book, Life is a Curvy Road, about the survival lessons learned during her three battles with cancer. She serves on numerous local and national boards and has a diverse clientele in both the private and nonprofit arenas.**

www.stewartandassociates.com