



**ADVANCED MANAGEMENT & SUPERVISORY  
LEADERSHIP TRAINING PROGRAM**  
**Pacific Time Zone**  
**October 21 - November 6, 2024**

*The Advanced Course is a series of skill-building days designed to help understand management's changing role in today's business climate. Leadership principles and challenges will be discussed; individual and team exercises will support specific skill training; discussions of the future of management and organizations will be central to the learning experience.*

The three-week course includes:

**SECTION 1: Emotional Intelligence.** Emotional Intelligence is recognized as perhaps the most critical skill of leadership. Its importance was known and taught by early philosophers. Current research in neuroscience and social science support the role of EQ for improved relationships and more effective leadership. This class will break down the skills and practices to improve self-awareness, self-management, empathy and social awareness.

**SECTION 2: Ethics.** Designed to help managers and supervisors fully understand the nature and necessity of change, its impact on people, and how to meet the challenge it presents. Participants learn strategies that help speed up the process and minimize the productivity decline. Emphasis is placed on coaching and leading a team through a complex change situation.

**SECTION 3: Leadership; Mastering Values and Vision.** Leadership is about the future, inspiring others to achieve things that are an Improvement of the current state. Clarity of vision is rooted in the values we espouse. Most managers in a variety of surveys tend to show less than average results in their capacity to lead with a vision. This class will Walk through the steps of creating a vision, being visionary and leading others with a vision.

**SECTION 4: Leadership; Fostering Development, Collaboration and Recognition.** As managers we spend our days making decisions. How do you determine the quality of your decision making process/the quality of your outcomes? Do you have a way of determining whether something should even be a decision? We will explore methods and perspectives that will support your individual and group decision making ability.

**SECTION 5: Leadership; Managing Change.** We live in a world of accelerated change. We are responding to numerous changes at the same time. We must learn to manage and lead our organizations through change that involves our environment, politics, technology and demographics...to name a few. This class will explore the most effective ways to provide human guidance and technical structure through change.

## **Fees, Certification & Registration Form**

**Fee:** The fee for the three-day course is **\$549.00**, which includes all instruction, workbook, and handout materials.

**Certification:** Attendees will receive a certificate of completion for successfully completing the required course objectives. This certificate is prepared and presented by Public Utilities & Waterworks Management Institute.

\*Optional higher education certification (with academic CEU's) is also available for those who need this to meet job or organizational requirements. Any individual desiring to receive the higher education certificate may do so by paying an additional **\$50** fee.

**\*Please complete the registration form on Page 4, then contact us at 208-957-5350, or [chuckets@gmail.com](mailto:chuckets@gmail.com) to see if seats are still available\***

## Structure of each weekly class

**Monday: Noon – 3:00 pm, 3-hour Zoom meeting** (with 15 minute break); Overview of this week's content introduction of instructor question, expectations, etc.

**Tuesday:** Reading assignments, video assignments ---- workbook self-assessments ---- workbook assignments, etc. (approx. 1 hour)

**Wednesday: Noon – 3:00 pm, 3-hour Zoom meeting** (with 15 minute break); ----- Encourage participants to help each other ----- Open book prep for next course topic starting Monday.

**Thursday:** Continue working on weekly assignments (if necessary). Content questions to check for participation and understanding of material. (approx. 1 hour)

**Friday:** Open for instructor and participants to call or email.

## October/November, 2024 – Pacific Time Zone

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
October 13	14	15	16	17	18	19
20	21 Zoom class Noon – 3 pm (15 min break)	22	23 Zoom class Noon – 3 pm (15 min break)	24	25	26
27	28 Zoom class Noon – 3 pm (15 min break)	29	30 Zoom class Noon – 3 pm (15 min break)	31 BOO!	November 1	2
3	4 Zoom class Noon – 3 pm (15 min break)	5	6 Zoom class Noon – 3 pm (15 min break)	7	8	9
10	11	12	13	14	15	16

# REGISTRATION FORM

**Advanced Management & Supervisory Leadership Training Program  
October 21 - November 6, 2024 (Pacific Time Zone)**

**Name** \_\_\_\_\_

**Business Name** \_\_\_\_\_

**Business Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Business Phone** \_\_\_\_\_ **Email Add.** \_\_\_\_\_

**\*Address to send course workbook and handout materials (if different than above)**

**Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Payment fee: \$549.00 per attendee**

**To pay by credit card call us at: 208-957-5350 or 801-281-0107**

**To pay by check, make check payable to: EDUCATION & TRAINING SERVICES**

**Mail check to:**

**EDUCATION & TRAINING SERVICES  
PUBLIC UTILITIES & WATERWORKS MANAGEMENT INSTITUTE  
P.O. BOX 495  
SALT LAKE CITY, UTAH 84110  
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