



**MANAGEMENT & SUPERVISORY  
LEADERSHIP TRAINING PROGRAM**

**Provo, UT  
April 28 - May 2, 2025**

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*The management institute is for anyone in a leadership position. This affordable five day course will teach you how to put effective management and supervisory skills to work for you and your organization. You'll learn to make better leadership decisions, communicate more effectively, avoid costly mistakes and get the results you want. Plan on attending yourself or sending other managers and supervisors who would benefit from this superior skills program.*

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The five day course includes (Mon-Thurs 8 am - 4:30 pm, Friday 8 am - 1 pm):

**SECTION 1: Leadership.** Leadership is the most studied and least understood subject in modern management theory. Drawing from current sources of data and from ancient perspectives this section will explore actionable approaches to developing capacity as a leader.

**SECTION 2: Teams.** Leaders accomplish little by themselves. Leadership implies followership, and the best followers are those who are mutually accountable, committed and contributors to the organization's mission...in other words a team. Learn the difference between a working group and a team. Develop the framework and skills to develop teams.

**SECTION 3: Conflict.** Any functional relationship requires the capacity to harness conflict. Learn the skill sets and practices to move work relationships to higher levels of collaboration and synergy. Rational conflict management while maintaining emotional intelligence is key to leadership success.

**SECTION 4: Decisions.** Leaders are commonly judged by their capacity to make successful decisions. Decisions are the culmination of all leadership skills including conflict and team skills. Learn decision processes that increase the quality of decisions and engage stakeholders in committed follow through.

**SECTION 5: Developing New Managers.** Perhaps the most important role of a leader is to develop other leaders. Topics explored will include succession, mentoring, coaching as well as delegation, feedback and performance management.

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## **Fees, Location & Registration Form**

**Fee:** The fee for the five 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 the 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.

**Location: Provo City Hall**  
**Public Safety Police Training Room, 3rd Floor**  
**445 W. Center St.**  
**Provo, UT 84601 (Driving directions will be provided)**

\*If you work a "4/10" schedule, please contact us for helpful information\*

**Please complete the registration form below, then call, text or email Kyle Christensen at 801-599-9330 or [kyle@puwwmi.org](mailto:kyle@puwwmi.org) to make sure the class is not full**

# REGISTRATION FORM

Management & Supervisory Leadership Training Program  
April 28 - May 2, 2025 (Provo, UT)

Name/Job Title \_\_\_\_\_

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

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

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

Business Phone \_\_\_\_\_

Email Add. \_\_\_\_\_

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  
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