



Effective Management Workshop

This workshop is designed to provide you or your designee with an opportunity to develop effective managerial skills on a basic and/or intermediate level. Attendees will be taught a variety of critical management skills through presentations, group interactions, and role playing.

Attendees will leave the workshop equipped with newly found insights, concepts, tools, and skills that may be leveraged immediately.

▶ Format

- ▶ 12 online sessions held weekly
- ▶ 3 semesters held per year
- ▶ Contact us for specific semester start dates and session times
- ▶ Sessions utilize Go To Meeting/Go To Webinar technology
- ▶ Sessions are 45 – 60 minutes in length
- ▶ Each session includes a mix of education, discussion, and accountability
- ▶ Key takeaways are documented at each step to encourage application
- ▶ Program materials are provided electronically for your convenience

▶ Meet Your Facilitator



Dana Davis brings over 30 years of Green Industry experience focused on sales and customer service. He is a Certified Arborist with the International Society of Arboriculture and holds a B.A. degree in Horticulture and Applied Biology.

His areas of expertise include: starting new service lines, upselling and cross selling while having excellent customer retention rates. He has worked with both large national companies as well as large regional firms. Dana has focused on commercial sales, residential sales, and new market startups.

▶ Session Topics

- ▶ The Management Cycle
- ▶ Effective Delegation
- ▶ Interpersonal Skills
- ▶ Motivating Others
- ▶ Feedback Reviews
- ▶ Time Management
- ▶ Hot Topics (driven by attendees)
- ▶ Interviewing Skills
- ▶ Performance Management
- ▶ Disciplinary Action
- ▶ Handling Separations
- ▶ Managing Stress
- ▶ Balancing Personal & Professional Pressures
- ▶ Hot Topics (driven by attendees)

▶ Who Should Attend

- ▶ Managers at all levels will benefit from this workshop
- ▶ Less seasoned, and especially newly promoted managers, will gain an enormous amount of information and develop their skills significantly
- ▶ More seasoned managers will gain new insights and be challenged to increase the effectiveness of their management roles
- ▶ Owners and/or senior managers may wish to accompany a manager as a show of support and to further develop their own managerial effectiveness

▶ Investment

- ▶ \$600.00 for the entire workshop – all 12 sessions and program materials
- ▶ No limit to the number of people from your organization to participate on your end at no additional cost – have your entire team watch and listen from your conference room

▶ Top Reasons to Attend

- ▶ Management skills are often learned the hard way by making costly mistakes over an extended period of time. This workshop will provide a competitive advantage by bringing effective and professional management skills to your organization.
- ▶ Weekly discussions of industry topics
- ▶ Network with other industry leaders, including **Dana Davis**. Iron sharpens iron.

▶ Contact Us

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