

1973-74

MANAGEMENT & ADVANCED MANAGEMENT

Seminar Series

OF THE

Business & Professional
Women's Foundation



COURSE A

“Solving Specific Management Problems”

Each seminar limited to 30
Registration Fee: \$100
Instructor: R. Ray McCain

For those who have attended a previous BPW Foundation seminar or who have had other management training, an advanced management workshop has been designed to focus on specific problem areas. Following an orientation on decision making and management problem-solving, the 30 registrants will divide into smaller groups for concentrated work in a team teaching approach.

When registering, each participant should mark on the registration form *three of the five* function areas listed below:

COURSE B

“New Patterns of Effective Management”

Each seminar limited to 125
Registration Fee: \$30

Instructor: B. Susan Bishop, University of Michigan

The higher you go, the more you rely on managerial rather than technical skills. This course is based on the Management by Objectives system.

The instruction emphasizes agreement between management and employee on clear, concise, measurable goals. You will develop your skills in setting results-oriented objectives and evaluating results and performance. You will learn how to improve your management of human resources through practice in communication and motivation.

**Planning Work
Delegating for Accountability
Communicating With Management
Handling Complaints and Grievances
Orienting and Training Employees on the Job**

Reading and assignment material will be mailed in advance. Participants will work on and receive instructor assistance on actual management problems within the three areas they select.

- SEPTEMBER 7-8, 1973**
Chicago, Illinois
Marriott (O'Hara Airport)
- NOVEMBER 16-17, 1973**
Los Angeles
Marriott (Los Angeles Airport)
- APRIL 19-20, 1974**
West Point, New York
Hotel Thayer

New developments in the science of management will be included in the instruction. You will receive a workbook of training instruments and background reading. Participative exercises will give practical application of the techniques needed to be a more effective manager.

- OCTOBER 5-6, 1973**
Portland, Oregon
Portland-Sheraton Motor Inn
- JANUARY 25-26, 1974**
New Orleans, Louisiana
Fairmont Roosevelt Hotel
- FEBRUARY 15-16, 1974**
Phoenix, Arizona
Hotel Westward Ho
- MARCH 1-2, 1974**
Richmond, Virginia
John Marshall Hotel
- APRIL 5-6, 1974**
Louisville, Kentucky
Executive Inn Motor Hotel

R. Ray McCain,



president of Situation Dynamics, Inc., will be the instructor. Mr. McCain is an experienced trainer in the fields of situational management and personal communication. He has designed and instructed management courses for universities, corporations, government agencies, and service organizations. His articles on management trends are widely used in training programs. He was formerly Director of Executive Development at the University of Maryland.

B. Susan Bishop,



Program Director at the University of Michigan's Division of Management Education, will be the instructor. Miss Bishop has designed and conducted management training programs for private industry and public organizations in the United States and Europe. At the University of Michigan she designs and instructs a number of seminars each year in the areas of labor relations, public administration, and Management by Objectives.

other information

BPW FOUNDATION MANAGEMENT SEMINARS are open to women and men in management or training for management positions. Registration is limited due to the type of training and participation planned.

COURSE A, limited to 30 registrations in each location, is designed for those who have attended a previous Foundation management seminar or who have had management training elsewhere. COURSE B, limited to 125 registrations in each location, is designed for those in middle management or those with the potential for management.

Room reservations should be made directly with the hotel. Reservation cards will be sent to each registrant; these cards should be used to obtain the special seminar room rate. The registration fee does not include meals or lodging. Certificates will be awarded to those who attend the full two-day course. Upon completion of a seminar course, registrants may request that a letter describing the training be sent to their employers.



*For further information or additional brochures, contact
Mrs. Lenora R. Cross, Foundation Director.*

BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION
2012 Massachusetts Avenue, N.W., Washington, D.C. 20036

schedule:

FRIDAY

9:00-12:30 Training Session
12:30- 2:00 Lunch Break
2:00- 5:00 Training Session

SATURDAY

9:00-12:30 Training Session
12:30- 2:00 Lunch Break
2:00- 3:30 Training Session

BUSINESS AND PROFESSIONAL WOMEN'S FOUNDATION
2012 Massachusetts Avenue, Northwest
Washington, D.C. 20036

1973-74 Management and Advanced Management Seminar Series

Name _____
Street _____
City _____
State _____ Zip _____
Employer _____

● Please enclose check or money order and mail to Business and Professional Women's Foundation. Registrations must be postmarked at least two weeks prior to seminar. Requests for refund must be postmarked at least two weeks prior to seminar.

detach and mail

COURSE A—Registration Fee \$100

- Sept. 7-8, 1973 Chicago, Ill.
- Nov. 16-17, 1973 Los Angeles, Calif.
- April 19-20, 1974 West Point, N.Y.

Check three study areas below:

- Planning Work
- Delegating for Accountability
- Communicating With Management
- Handling Complaints and Grievances
- Orienting and Training Employees on the Job

COURSE B—Registration Fee \$30

- Oct. 5-6, 1973 Portland, Ore.
- Jan. 25-26, 1974 New Orleans, La.
- Feb. 15-16, 1974 Phoenix, Ariz.
- March 1-2, 1974 Richmond, Va.
- April 5-6, 1974 Louisville, Ky.