

1975-76 Management Seminar Series

of the Business and Professional

Women's Foundation

11-51

COURSE 1: *Management in a Day of Change*

Registration Fee: \$30

Instructor: Laurence J. Taylor

Conference and Program Consultant

The responsibility of the executive — the leader of volunteer groups — or the individual — is to cope with the times.

Studies show that leaders among the best of our new generation have some attitudes which we who are mature leaders should know about and attend to. They are anxious to make a contribution — in something more compelling than just a vocational pursuit, they ask to be heard — to express themselves. They want challenge.

As attitudes change, leaders must understand and use all of the principles and procedures which allow people to have an honest chance to participate, to be involved.

This two-day seminar will be a workshop

in the best sense with a mix of information and technique, and the chance to put them into operation. The leader has worked with volunteers and with professional management people at all levels. He has a concern for the growth of the individual within the volunteer group and in the business and professional world. This seminar should assist in that growth.

COURSE 1 Seminar Locations:

November 14-15, 1975

Seattle Hilton Hotel, Seattle, Washington

January 30-31, 1976

**Sheraton Palmetto Inn
Greenville, South Carolina**

February 20-21, 1976

Camelot Inn, Tulsa, Oklahoma

*Laurence
J. Taylor*



is nationally known for his courses in leadership development. For the past ten years he has been a consultant for business, education, youth, volunteer, and religious groups in the United States, Canada, and Europe. Prior to that time he was an Adult Education Consultant for Michigan State University and Vice President for Leadership Development at Hillsdale College.

Mr. Taylor was educated at Albion College and the University of Chicago.

COURSE 2: *Effective Leadership*

Each seminar limited to 125

Registration Fee: \$30

Instructor: B. Susan Bishop

University of Michigan

The most effective leaders are those who have the ability to achieve results *through others*. They know how to give direction to tap the knowledge and skills of others and how to provide encouragement and support. This intensive two-day seminar is a new program, designed to give you practical knowledge of the techniques of effective leadership. As a result of attending, you should:

1. Know the rationale behind the uses of several *Leadership Models*
2. Understand the behavioral aspects of leadership and the *Practical Application of Motivation*
3. Understand the principles and problems of *Delegation*
4. Know several techniques of *Problem-Solving*
5. Be able to relate *Management By Objectives* to the process of effective leadership
6. Know several techniques of *Interpersonal Effectiveness*.

COURSE 2: Seminar Locations:

October 3-4, 1975

**Saddle Brook Marriott
Saddle Brook, New Jersey**

October 31-November 1, 1975

**Granada Royale Homotel
Omaha, Nebraska**

November 7-8, 1975

**Sheraton Airport Inn
Phoenix, Arizona**

*B. Susan
Bishop*



is Program Manager at the University of Michigan's Division of Management Education. She has designed and implemented seminars in the fields of labor relations, public administration, and general management. She is an instructor in executive seminars held at the University and has designed and conducted management training programs for both public organizations and private industry.

Miss Bishop holds a B.A. in psychology from the University of Michigan.

Check which course you will attend

COURSE 1

Registration Fee \$30

Management in a Day of Change

- Nov. 14-15, 1975 — *Seattle, Wash.*
- Jan. 30-31, 1976 — *Greenville, S.C.*
- Feb. 20-21, 1976 — *Tulsa, Okla.*

COURSE 2

Registration Fee \$30

Effective Leadership

- Oct. 3-4, 1975 — *Saddle Brook, N.J.*
- Oct. 31-Nov. 1, 1975 — *Omaha, Neb.*
- Nov. 7-8, 1975 — *Phoenix, Ariz.*

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The Business and Professional Women's Foundation
2012 Massachusetts Avenue, Northwest / Washington, D.C. 20036

1975-76 Management Seminar Series

Name

Street

City

State ZIP

Employer

● *Please enclose check or money order for \$30 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.*