



# Staff Management

*Enhance your ability to manage your staff.*

**07 to 11 June 2010**

**AIM:** To enhance participants' ability to manage and develop their staff more effectively.

**OBJECTIVES:**

By the end of the course, participants will be able to:

- ✓ Better understand and perform their roles and responsibilities in developing staff
- ✓ manage their staff relations more constructively
- ✓ plan, prepare and apply staff management instruments more effectively

**TOPICS:**

- Planning , delegation and supervision
- Communication
- Motivation
- Team Building
- Coaching
- Training from a Manager's perspective
- Performance appraisal

**TARGET GROUP:**

Junior- to mid-level Managers

**METHOD:**

Experiential learning, action - oriented learning, creativity and participatory approaches will be emphasized throughout the course to help and encourage active participation, share practical experiences and practice real issues within the organisations in a fun way.

**COURSE FEE: \$220 per participant**

Cost includes training materials, refreshments and daily lunch. Full payment is required at the time of enrolment.

**LOCATION:** VBNK Training Room

**LANGUAGE:** Khmer

**REGISTRATION CLOSING DATE:**

31 May 2010

**WOMEN ARE ESPECIALLY ENCOURAGED TO PARTICIPATE**



**Please contact us for further information**

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