



Human Relations and Problem Solving

Instructed by John Huesner, Project Manager

Mondays

June 18 & 25,
2012

5:00 to 8:00 pm

ABC So-Cal

ABC Member \$180

Non-Member \$230

SE - 2 no charge

Understanding and using successful techniques in these areas is a major step toward effective project management.

Class Topics:

- Functions of management
- Steps required in problem solving
- Implementing plans
- Evaluating decisions and solutions

Understanding 'people skills' is a must as many different personalities are dealt with during the life of a project.

Learn how to:

- Recognize the different styles of leadership
- Define task orientation
- Define people orientation
- Assert leadership and motivate the project team
- Communicate ideas effectively
- Manage time effectively

Reservation deadline is one week prior to the event. There will be no refunds given for cancellations after the deadline.

Company Name: _____ Phone: (____) _____

Street Address: _____ Fax #: (____) _____

City: _____ State: _____ Zip Code: _____

Attendees: _____

MC / VISA # _____ Exp. Date: _____ Bill Company: _____ CVC Code: _____

AMT \$ _____ Authorized Signature: _____