

Date 26/05/1992



MIDDLE MANAGEMENT

- Target group:** Unit Heads and other staff with a managerial function (Deputy Unit Heads, Section Heads etc)
- Objective:** Improvement of management and human resource development skills
- Language:** English

CONTENT

- Human resource development skills. In this context, participants will also be made aware of the issues' arising from the equal opportunities' policy.
- Enhance communication skills in a Community context embracing several different cultures.
- Provide training in problem analysis and decision making.
- Provide instruction in handling interpersonal and inter-group disputes.

1992 TIMETABLE

- | | |
|------------------------|----------|
| • 22,23 and 24 June | Part One |
| 8 and 9 July / | Part Two |
| 28,29 and 30 September | Part One |
| 27 and 28 October | Part Two |

Courses will run from 0900 to 1730 hours each day. The venue will be notified at a later date.

PRACTICAL ARRANGEMENTS

- * Numbers will be limited to 15 per course
- * Staff interested in attending should complete the registration form for signature by their Director-General.
- * Further information can be obtained from Mrs Marilena Malhotra ext. 50939.

"MIDDLE MANAGEMENT"

REGISTRATION FORM

To be sent via immediate superiors to:
Staff Training Unit,
(LOI 57 8/57, Fax 60751)

Name First name.....

Personnel No DG/Department

Place of employment

Office address Telephone

Fax

I would like to attend a middle management course in English. My preferred dates are indicated below in order of priority.

22, 23 and 24 June/8 and 9 July

28, 29 and 30 October/ 27 and 28 October

Date.....

Signature.;.....

Opinion of immediate superior.....

Date.....

Signature.....

Opinion of Director-General.....

Date.:..... Signature.....