date   08/02/1993

MODERN MANAGEMENT TECHNIQUES

(Sheet A. 12.2. of Training Programme 1993)

TARGET GROUP :
Staff with a managerial function.

OBJECTIVE:
Improvement of management and human resource development skills.

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 intergroup disputes.

TIMETABLE : (1st Semester 1993)

9, 10 and 11 March	Part One
29 and 30 June	Part Two
3, 4 and 5 May	Part One
3 and 4 June	Part Two

Courses will run from 09.00 to 17.30 hours each day. The venue will be notified at a later date.

LANGUAGE : English

APPLICATION

*   Numbers will be limited to 15 per course.

*   Staff interested in attending should complete the registration form (items 1, 2 and 3) and send the original through official way to Mrs Marilena MALHOTRA, ext. 50.939, fax no 60751.

APPLICATION TO ATTEND A TRAINING COURSE

1. PARTICULARS OF APPLICANT

Surname .... Forename .... Cat/grade .... Pers. N° ....

☐ Official ☐ Temporary ☐ Auxiliary ☐ Local Staff ☐ Other   Sex ☐ M ☐ F

Mother tongue .... Other language(s) ....

DG and department .... Build./floor/office ....Tel. .... Fax................................

2. DESCRIPTION OF TRAINING

Title/Subject ....

....

Date (preferred) ....

Signature of official/other agent ....

Date ....

3. TO BE FILLED IN BY DG/SERVICE OF APPLICANT

Is the application covered by the DG's or department's training plan ?

☐ Yes   ☐ No

THE APPLICATION IS SUBMITTED :

• by the Directorate General or Department	• on the initiative of the member of Staff
Signature of head of Unit or immediate superior	**Opinion of head of Unit or immediate superior**
	☐ favourable ☐ unfavourable
Surname	Surname ....
Date	Date ....
Signature	Signature ....
Signature of Director-General or his representative	**Opinion of Director-General or his representative**
	☐ favourable ☐ unfavourable
Surname	Surname ....
Date	Date ....
Signature	Signature ....