

# People Skills for the First-Time Manager

## Course Description

As a manager, in order to be effective, it is critical one has the people skills to manage. Communicating with staff is a major part of what we do. This course is for managers who find themselves confronted with a wide-range of questions and need practical knowledge and insights to perform successfully in their new management position.

## Target Audience

This course is intended for all department chairs, managers, and supervisors.

## Course Objectives

- Discuss common management realities
- Discuss managing your team: the good, the bad, and the other
- Identify some management no-no's

## Course Information

Time/Duration	2.5 hours
Cost	No cost
Schedule/Contact	<a href="mailto:Humanresources_Training@augusta.edu">Humanresources_Training@augusta.edu</a>
To Enroll in Session:	<a href="https://train.augusta.edu">https://train.augusta.edu</a>

\*To request a special session for your team on this topic, please submit a Service Request at [Wufoo](#).

