



NMA *developing the* Leader *in you!*



*At NMA, we believe it is not enough to deliver practical and proven content to the participants who attend our NMA programs. Our mission is to **provide management and leadership development opportunities which meet the needs of members and contribute to our sponsoring organizations.** We achieve that by creating an educational solution that starts with your needs and reinforces what is learned long after class time is over. Through chapter activities we provide opportunities to apply lessons from the classroom directly to the workplace. We continually provide those moments to learn from others informally. Whether it's leading a chapter or participating in a more structured activity, NMA members acquire a focus on self-improvement.*

Reinforcing A Commitment to Continual Learning

By using the NMA Leadership Model as a focal point, NMA provides many convenient ways to learn new skills through classroom and online participation, informally from the member network, or through leading chapter activities.

Traditional Classroom Courses: NMA's popular Supervisory and Management Skills Program (SMS) provides 140 classroom hours of instruction for the first-line leader. All ten SMS courses were developed by the pooling of expertise and financial resources from NMA affiliated organizations.

Interactive Workshops: FaciliSkills™ is a 4-part series of workshops designed to provide participants with a dynamic team development experience. The goal of FaciliSkills™ is to transform every group into a high performance team equipped to make decisions and solve problems.

NMA's LiveOnline: New Internet-based sessions have been designed to tap into the real life work experiences of the NMA member network. For one hour each week, a leadership-based topic is introduced and through a lively, interactive discussion, participants from different disciplines learn how individuals and their organizations are addressing contemporary workplace issues.

NMA's LeaderLabs: The LeaderLabs are exciting, fast-paced scenario-based learning. In one hour, you and your team will be presented with a leadership challenge that begs for innovative solutions. Each LeaderLab topic is designed to reinforce a specific skill set.

NMA's Conferences: At regional and annual conferences, we provide recognized speakers to conduct workshops, seminars, and keynotes. Attendees take advantage of the diversity and collective knowledge of colleagues and peers. The opportunity to hear corporate leaders share their views on leadership at a conference, rounds out the total NMA learning experience.

NMA...

THE Leadership Development Organization

Traditional Classroom Courses:

Supervisory and Management Skills Program

- 10 stand alone courses, 14 hours each

1. *Introduction to Supervision*
2. *Management Principles*
3. *Communication Skills*
4. *Interpersonal Relationship Skills*
5. *Developing Performance*
6. *Challenge of a New Employee*
7. *Coaching and Counseling*
8. *Leadership Development*
9. *Business Concepts*
10. *Law for the Layman*

Interactive FaciliSkills™ Workshops

- 4 Workshops, 6 hours each

- Workshop 1 – Making the SMART Connection*
- Workshop 2 – The Art & Science of Self-Mastery*
- Workshop 3 – Transformational Leadership*
- Workshop 4 – Logistics and Process Dynamics*



NMA LiveOnline Sessions:

-Interactive Discussion, one hour each

- Increasing Participation – How to keep people engaged, motivated, and committed*
- Preventing Burnout – In yourself and others*
- Win-win Leadership – Making diversity of thought work for you*
- Succession Planning – Who does your work when you are not there?*
- E-Mail 1– Thinking outside your inbox*
- E-Mail 2 – Enhancing your performance with technology*
- E-Mail 3 – More ways to tame the paperless tiger*
- Merging Groups – Inclusive communications focus*
- Crucial Conversations – How to communicate best when it matters most*
- Pressure Driven Performance – Building high-performance teams*
- Online Conferencing – Made easy*
- “American Idol” - The Business Version – How to find “stars” in your organization*

NMA LeaderLabs:

- Survival Skills – Priorities under pressure*
- Apprentice Auction – Selling with substance*
- Hiring Opportunity – Cover your criteria*
- Startup Saga – Minding the mission*

Available in the Fall of 2006

- Deadline Dilemma – Give and take*
- Operation Overload – Find a fix*
- Delivery Delay – Satisfy your customer*
- Odds Management – Overcome the odds*
- Developing Diversity – Invite all ideas*
- Employee Engagement – Walk the talk*

Conference Presenters available on the NMA Web Site