



SOUTHWEST VIRGINIA TECHNOLOGY DEVELOPMENT CENTER

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INFORMATION
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Or call (276) 889-8180

Operated by



2009 Professional Development Programs

The Effective Supervisor Program

This program includes five full-day sessions conducted from March 24 through May 13.

Another five-day session will be offered in the fall from September 9 through November

18. Upon successful completion,

participants will be awarded a Supervisory Management Certificate and will possess the skills necessary to be an effective leader.

Topics include leadership, team building, communication, achieving results through others and accomplishing tasks.



Microsoft Project Management

A three-day introduction to Microsoft Project will be held this fall starting in September.

This class will teach participants how to maximize their effectiveness in managing projects using this powerful software.

Project Management Certification Prep

A more advanced class in Microsoft Project will be held this spring beginning in April. At

the end of this five-session program,

participants will be prepared to take the Project Management Professional Exam. Obtaining

this globally recognized credential demonstrates the knowledge and skill necessary to lead successful project teams.

Facilitation Classes

Facilitation skills make meetings more manageable by teaching essential tools for creating more effective outcomes. A two-day beginner class will be held this fall in October. This class will explore steps in implementation, keys to success and appropriate applications. A more advanced two-day class will be held this spring in April. This class will offer various management consensus building tools along with demonstrations and coaching

Financial Management for Non-Financial Managers

This program provides non-financial managers with essential financial concepts and applications. With this knowledge, participants will be able to analyze and interpret commonly used financial information in making successful business decisions. This class will be held in August and will emphasize the understanding of information rather than its preparation. No prior knowledge of accounting or finance is necessary.

Media Training

An interview or press conference offers an organization its best chance to make a good impression and to get its message to the public. The Media Training Program teaches ways a company, organization or individual can prepare for both welcome and unwelcome media attention. Instruction will be provided on ways to work with the media in various interview situations. Real-life examples and interview practice sessions will be featured.