



TECHNICAL MANAGEMENT PROGRAM
DEPARTMENT OF ENGINEERING &
TECHNOLOGY UCLA EXTENSION 10995
LE CONTE AVENUE, SUITE 542 LOS
ANGELES, CALIFORNIA 90024-2883 (310)
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Day 1 – Transitioning from Technical to Managerial Responsibilities

INSTRUCTOR: Chris Christensen

COURSE DESCRIPTION:

If you are considering becoming, have recently been assigned, or are already performing as a supervisor, team leader, or manager, this course provides you with the skills and knowledge to become a highly successful organizational leader.

Members of the technical staff who are promoted into leadership roles often feel that learning how to manage others is daunting. Many technically competent people feel that getting things done on their own is easier than accomplishing objectives through other people. But technical people already possess many of the skills needed to become excellent organizational leaders.

This unique, highly participative course makes a smooth transition to management simple and straightforward. It provides the opportunity to assess your leadership capabilities and “build on your strengths” to hone and focus your talents into powerful management skills. Learn how to set and clearly communicate goals for your organization, build strong self-directing teams, nurture collaboration, guide the efforts of individuals and groups to perform at the highest levels, and focus and motivate your employees and others to successfully achieve the organization’s goals. Every session employs case studies, interactive exercises, and powerful instruments to enhance the learning experience and ensure you can immediately take what you learn back to your workplace.

Day 2 – Strategic Project Design: A Logical Planning Framework for Smooth Execution
INSTRUCTOR: Terry Schmidt

COURSE DESCRIPTION:

You don't have to be a rocket scientist to appreciate the wisdom of NASA's Rule #15: "A review of failed projects and project problems indicates that the disasters were well planned to happen from the start. The seeds of problems are laid down early. Initial planning is the most vital part of a project."

This course helps you overcome the common tendency to prematurely rush into project activities without first doing the deep thinking and decision-making required to build a foundation for smooth execution.

You'll learn to "start smart" using a powerful interactive planning/action tool and a step-by-step process to successfully tackle complex problems, projects, issues, and opportunities of all types.

In this course you will discover a strategic approach to project and program design that is missing from conventional Project Management. The Logical Framework Approach (LFA) is a breakthrough system which cuts planning time in half and eliminates potential problems in advance. The LFA combines key concepts from Strategic Planning, Project Management, Team-building and the Scientific Method into a practical system that has been proven to add exceptional value and clarity in virtually any setting.

After learning the core concepts through discussion and case studies, you'll apply them to your own project. So bring along a real project or performance issue to work on, and you'll walk away with a ready-to-use action strategy for the topic of your choice.

Day 3 - Card Game for Soft Skills

INSTRUCTOR: Colt McAnlis

COURSE DESCRIPTION:

Soft skill development is crucial as a separator between success and failure as your career progresses. Sadly, some skills (such as conflict resolution, hiring/firing, or negotiation) can only be practiced “in the moment”, and unless your job is fraught with these types of situations, you may not advance your skills in these areas as fast as needed.

This course focuses on providing fun, repeatable activities that help improve these “hard to train” skill sets. Each one creates a safe, repeatable situation where each player can try, fail, and learn. Along with the activities, we’ll take a look at the core behavioral patterns for these soft skills and introduce connections between the activities, how the circumstances change, and how this relates to your career and goals.

Along with all the lecture, attendees will walk away with copies of the games so that they can facilitate them with their own teams at work.