



American University of Armenia  
Extension Program

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## Introduction to Western Management Practices

This course will highlight some of the key factors that can help individuals in managing others in the workplace in today's changing environment. The course will serve as a foundation for those who wish to further their management skills as it will focus on practical day to day problems commonly encountered in the private and public sectors by directors, project leaders, supervisors and trainers. Specifically, the course will cover the following topics:

- Nature of Western Management and (In)Effective Management Behaviors,
- Planning and Goal Setting in Dynamic Environment,
- Decision Making and Delegation Skills,
- Controlling Strategies and Methods,
- Motivating Employees,
- Communication and Listening Skills,
- Effective Leadership Styles,
- Time Management Skills and Business Ethics.

■ *This class will be taught by Michael Conrad, AUA Faculty Member, College of Business Administration.*

■ *Classes begin on November 12, 1996 and will last 5 weeks.*

■ *Classes will be held on:*

*Tuesdays: 9:00 a.m. to 11:00 a.m.*

*Fridays: 9:00 a.m. to 11:00 a.m.*

*at the American University of Armenia (AUA), room 9c.*

■ *Registration deadline: November 10, 1996. AUA, room # 19a.*

■ *Enrollment will be limited to the first 25 registrants.*

■ *Course fee: 19,000 drams.*

*For further information, please call the University Extension office at 27-16-58.*