

Topic	Time Table	Day Covered
Chapter 1		
Introduction	10 Minutes	Monday AM
Attributes of an Effective Assessment System	15 Minutes	Monday AM
Role of the Assessor	15 Minutes	Monday AM
Management from the Past	20 Minutes	Monday AM
Perspectives of Management	15 Minutes	Monday AM
Why Managers Are Needed	10 Minutes	Monday AM
What is Management	15 Minutes	Monday AM
Management Roles	10 Minutes	Monday AM
Necessary Management Skills	10 Minutes	Monday AM
Current Management Trends in the Private Sector	15 Minutes	Monday AM
Review Questions	30 Minutes	Monday AM
Chapter 2		
Planning Defined, Context of Planning, Basic Terms	15 Minutes	Monday AM
Purpose of Planning	15 Minutes	Monday AM
Current Status of the Organization	30 Minutes	Monday AM
The Planning Process	75 Minutes	Monday PM
Visual Aids for Planning and Scheduling	15 Minutes	Monday PM
Determining Personnel Requirements	75 Minutes	Monday PM
Budgeting, Budget Types, Budget Presentation	15 Minutes	Monday PM
Review Questions	30 Minutes	Monday PM/Tuesday AM
Chapter 3		
Definition of Organizational Structure	15 Minutes	Tuesday AM
Factors To Be Considered In The Organization's Structure	30 Minutes	Tuesday AM
Development - Organization Charts	45 Minutes	Tuesday AM
Statements of Duties And Responsibilities	20 Minutes	Tuesday AM
Development and Uses of A Job Description	30 Minutes	Tuesday AM
New Employee Selection And Development	30 Minutes	Tuesday AM
Employee Compensation	20 Minutes	Tuesday AM
Problem 3-1	225 Minutes	Tuesday AM/PM
Review Questions	20 Minutes	Tuesday PM
Quiz 1	30 Minutes	Wednesday AM
Review Questions	30 Minutes	Wednesday AM

Chapter 4		
Definition of Directing	15 Minutes	Wednesday AM
Definition and Discussion of Leadership	30 Minutes	Wednesday AM
Leadership's Relationship With Management	30 Minutes	Wednesday AM
How Managers Can Become Better Leaders	30 Minutes	Wednesday AM
Delegation	45 Minutes	Wednesday AM
Motivation	60 Minutes	Wednesday AM/PM
Communication	60 Minutes	Wednesday PM
Listening - Empathetic Listen	30 Minutes	Wednesday PM
Listening As An Important Facet Of Management	30 Minutes	Wednesday PM
Review Questions	30 Minutes	Wednesday PM
Chapter 5		
The Control Process	15 Minutes	Wednesday PM
Performance Evaluation	60 Minutes	Wednesday PM/Thursday AM
Grievances & Discipline	45 Minutes	Thursday AM
Controlling the Quality of the Assessment Process	30 Minutes	Thursday AM
Controlling the Quality of the Product	90 Minutes	Thursday AM
Various Uses of GIS	15 Minutes	Thursday AM
Placing Assessment data on the Web	15 Minutes	Thursday PM
Review Questions	30 Minutes	Thursday PM
Chapter 6		
Definition of Public Relations	15 Minutes	Thursday PM
Assessor/Manager in Public Relations	15 Minutes	Thursday PM
The Assessor's Public	15 Minutes	Thursday PM
Planning a Public Relations Program	60 Minutes	Thursday PM
Cooperation with Other Public Officials	15 Minutes	Thursday PM
Review Questions	30 Minutes	Thursday PM
Quiz 2	30 Minutes	Thursday PM