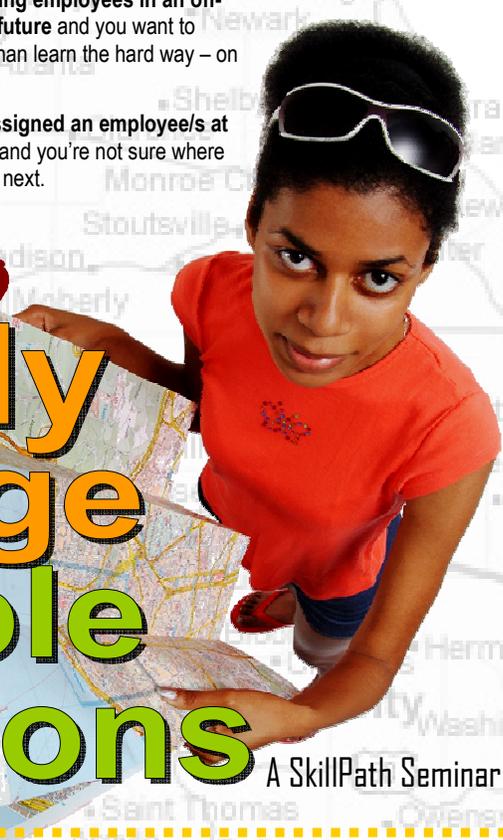


**A 1-day workshop featuring critical tools and cutting-edge “how-to’s” for getting results from employees who work across town, in another city or the other side of the globe...**

**You should attend if...**

- ▶ You're in the thick of managing multiple locations and eager to learn the latest techniques for getting results through others from a distance.
- ▶ You may be managing employees in an off-site location in the future and you want to prepare now rather than learn the hard way – on the job
- ▶ You've just been assigned an employee/s at an off-site location and you're not sure where to start or what to do next.

# How To Effectively Manage Multiple Locations

A woman with dark hair, wearing a red t-shirt and sunglasses on her head, is looking down at a map she is holding. The map is spread out on a surface, and she appears to be studying it intently. The background of the entire page is a faded map of Missouri with various city names and road numbers visible.

A SkillPath Seminar

Today, many supervisors are facing the challenge of managing employees they rarely see face to face. This situation presents new and unfamiliar challenges to anyone unprepared for the realities of getting things done at a distance.

If you're already supervising employees at more than one location off-site, you probably already know that everything that can go wrong with on-site teams also plagues off-site teams - only worse. Turf wars, hurt feelings, lack of trust, communication breakdowns, conflict with other departments—each can turn into a crisis situation.

Additionally, how do you measure performance, give feedback, coach, discipline—all things leaders must do—when you can't see, hear or speak face-to-face with your employees everyday?

Managing employees at multiple locations isn't easy. And managers who are effective at it don't get that way by accident. There are specific skills and mindsets you can use to help you handle your responsibilities with confidence and ease.

This workshop may be one of the best ways to master the essential techniques and gain the critical know-how you need to realize your full potential as a manager and leader—regardless of how far away your employees are.

This **1-day** workshop draws on exhaustive research to bring you the latest information on how the country's most successful distance managers do what they do. You will take away a variety of principles, skills, suggestions, do's and don'ts and technical tools for handling dozens of competing priorities.

**You'll learn how to:**

- Coach your way through delicate employee problems—by phone or email
- Settle differences among employees and between sites before they cause permanent damage
- Eliminate repetitive, time-consuming emails and paperwork to/from other locations
- Keep everyone on the same page and avoid communication breakdowns
- Make sure off-site employees are following departmental policies and guidelines
- Boost morale by helping employees at other locations feel like part of the team
- Minimize tension between off-site employees who believe “Jefferson City” doesn't understand their issues
- Reinforce that the responsibility for performance rests on the employee's shoulders—not yours
- Create a climate where staying “connected” is effortless
- And more!

March 27, 2008  
8:30 - 4:30  
Governor Office Building  
Room 450 (Ballroom)  
Jefferson City  
\$139

March 28, 2008  
8:30 - 4:30  
Truman Office Building  
Room 490 - 492  
Jefferson City  
\$139