



Management Training



**One Technology Court
Montgomery, Alabama 36116-3200
Voice: 334.242.4158 Fax: 334.242.0299
www.aidt.edu
email: info@aidt.edu**



An excellent manager is a leader who communicates, motivates and delegates policies and practices that lead to success for employers and individuals.

AIDT management training seminars introduce team leaders, supervisors and managers to effective leadership responsibilities, communication, teamwork, and motivation skills and techniques. Courses are tailored based on company needs. One level of courses is designed for supervisors and team leads, the other level is for mid-to-upper managers.

AIDT has also partnered with the Institute of Certified Professional Managers (ICPM), based at James Madison University, to offer Certified Manager training modules. This training can lead to internationally recognized certification for managers who complete training designed to meet their company needs.

AIDT management training is available for business and industry employees ready for or currently in supervisor and management roles.

AIDT provides the skills your managers need to achieve excellence.

AIDT Supervisory Skills I is a three-day seminar with topics that include:

- Managing the human resource
- Supervisor responsibilities
- Improving work relationships
- Communication
- Motivation
- Leadership
- Employee relations
- Employee training

Participants are given a certification test after completing training that can earn them the designation as an AIDT Certified Supervisor.

AIDT Supervisory Skills II is a two-day seminar that builds on the basic principles learned in Supervisory Skills I. It focuses on topics such as:

- Ethics in Business
- Conflict Resolution
- Personality Profiles
- Performance Reviews
- Time Management
- Stress Management
- Coaching

AIDT also facilitates the Certified Manager (CM) training series in partnership with the Institute of Certified Professional Managers (ICPM) to enhance management skills. This training also prepares individuals for the ICPM management certification process. ICPM is the world's largest certifying organization for the management profession and has certified managers for more than 30 years.

AIDT customizes the 27 CM training series modules based on the identified needs of each company that requests training. The CM training series includes:

Management Skills I:

- Foundations of Management
- Management Fundamentals
- Management Environment
- Ethical Behavior
- Social Responsibility
- Communication
- Information Systems
- Economic Systems

Management Skills II:

- Planning and Organizing
- Planning and Strategy
- Operations Management
- Project Management
- Decision-making
- Team Management
- Organizational Structure
- Human Resource Management

Management Skills III:

- Leading and Controlling
- Leadership Principles
- Empowerment and Delegation
- Managing Change
- Conflict and Culture
- Operations Control
- Quality Management
- Financial Management

Employer Benefits of Certification:

- Demonstrates that their supervisors/managers have competence in general management principles and have practical experience in dealing with common issues.
- Certified professionals learn how to minimize problems and can often stop trouble before it starts.
- Offers real-world relevance and can be used as a criterion for hiring and promotions.
- Provides evidence that employees have acquired the knowledge and skills necessary to keep pace with workplace needs.
- Promotes professional accountability.

Individual Benefits of Certification:

- Acknowledges your expertise in managing people and processes.
- Shows you are a leader with the ability to successfully implement management solutions for your organization.
- Offers industry recognition of your knowledge and proficiency with management concepts and skills.
- Often offers an advantage in the job market and/or career development and has been associated with higher levels of compensation.