



NMA *developing the* Leader *in you!*

At NMA, our mission is to offer leadership development products and create opportunities that maximize the potential of our members, sponsoring organizations, and communities. We achieve that by creating an educational solution that starts with your needs and reinforces what is learned long after class time is over. Through chapter activities we provide opportunities to apply lessons from the classroom directly to the workplace. We continually provide those moments to learn from others informally. Whether it's leading a chapter or participating in a more structured activity, NMA members broaden their perspectives and focus on self-improvement. Working side-by-side with HR professionals from our affiliated companies, NMA chapters help drive training and development to ALL employees.

Reinforcing A Commitment to Continual Learning

NMA provides many convenient ways to learn new skills through classroom and online participation, informally from the member network, or through leading chapter activities. To see our complete line of educational resources go to: <http://www.nma1.org/Education/Education.html>

Traditional & non-Traditional Classroom: NMA chapters find the group discussion format coupled with sharing best practices and lessons learned is still popular in today's e-learning age. Besides working with selected vendors to offer training via new platforms, NMA continues to offer products designed to foster collaboration and mentoring in teambuilding environments.

Foundations of Management: NMA's new 3-course group discussion series (in softbound and eBook), is quickly becoming our most popular product...we call it "Spring Training for Managers and Leaders". Complete with extensive facilitator materials, the course is for both new and experienced employees.

The NMA Virtual Library: Here you'll find links to articles, blogs, resources, and other libraries that contain leadership and business development information, ideas, and innovative thinking.

PMP® and Certified Manager Studies: Through a unique arrangement with IQ-Share, NMA provides members a "virtual classroom" for PMP® certification training. In addition, we provide access to a wealth of self-study courses and simulations. NMA also partners with The Institute of Certified Professional Managers to assist our members who want to become Certified Managers.

NMA's LeaderLabs: The LeaderLabs are exciting, fast-paced scenario-based learning. In one hour, you and your team will be presented with a leadership challenge that begs for innovative solutions. Each LeaderLab topic is designed to reinforce a specific skill set.

NMA's Conferences: At regional and annual conferences, we provide recognized speakers to conduct workshops, seminars, and keynotes. Attendees take advantage of the diversity and collective knowledge of colleagues and peers. The opportunity to hear corporate leaders share their views on leadership at a conference, rounds out the total NMA learning experience.

Foundations of Management

3 stand alone courses, 14 modules, total

1. Management Fundamentals

- *The Manager's Role in the Workplace*
- *Discovering the Leader Within You*
- *Developing Effective Communication Skills*
- *Solving Problems & Making Ethical Decisions*
- *Delivering First Rate Customer Service*

2. Managerial Functions

- *Planning for Goal Achievement*
- *Organizing Work, Relationships, and Teams*
- *Staffing, Training, and Appraising Human Resources*
- *Leading and Motivating People*
- *Controlling to Improve Results*

3. Business Concepts for Managers

- *The Business Environment*
- *The Role of Economics in Business*
- *Basic Concepts of Information Technology*
- *Managing Accounting and Financial Information*

Interactive FaciliSkills™ Workshops

4 Workshops, 6 hours each

Workshop 1 – Making the SMART Connection
Workshop 2 – The Art & Science of Self-Mastery
Workshop 3 – Transformational Leadership
Workshop 4 – Logistics and Process Dynamics

NMA & Business Training Experts (BTE)

Learn more about our partnership with BTE to provide *The Leadership Journey*...practical skills training through 44 short courses including facilitator guides, 12 minute videos, and participant guides. All courses can be offered via classroom, blended learning, or e-learning platforms.

<http://www.nma1.org/Education/bte.html>



Building Virtual Teams:

NMA's newest course designed to equip leaders and virtual team members with the skills and knowledge needed to make every virtual team successful.

One book, five chapter program dedicated to understanding the characteristics, challenges, and opportunities that come with working on virtual teams.

- *Analyze virtual workplace realities*
- *Overcome distance and cultural factors*
- *Feel the impact of accountability and shared vision*
- *Learn how to mitigate conflict*
- *Identify Outstanding Best Virtual Practices*

NMA LeaderLabs:

Fast-paced scenario-based, role-play learning

- *Survival Skills – Priorities under pressure*
- *Apprentice Auction – Selling with substance*
- *Hiring Opportunity – Cover your criteria*
- *Startup Saga – Minding the mission*
- *Deadline Dilemma – Give and take*
- *Operation Overload – Find a fix*
- *Delivery Delay – Satisfy your customer*
- *Odds Management – Overcome the odds*
- *Developing Diversity – Invite all ideas*
- *Employee Engagement – Walk the talk*

PMP® and Microsoft Office 2010 training

Instructor led online classes at a substantial NMA discount from our training partner IQ-Share. Taught by certified instructors who specialize in "live" distance learning. Product support offered after classes as well.

Check NMA website for the latest offerings, dates, and times.