

Level 5: Management Skills Training

Course Details

Duration

Two Days

Experience

3-8 Years **Delivery**

Method Group-

Live

CPE Credits

16 Hours

(11 Personal Development and
5 Communication)

Prerequisites

No prerequisites or
advance preparation is
required.

This session helps participants develop select managerial skills. This training is beneficial for individuals new or growing into his/her management role. This course focuses on the multiple roles and responsibilities of a manager that may go beyond the traditional client engagement.

Leadership – 6-7 Hours (Personal Development)

- f* List characteristics of effective leaders
- f* Identify the skills needed to lead projects, initiatives and people
- f* Describe techniques for mentoring employees, including discussion of the roles of a mentor, and various models for coaching and counseling

Management Activities – 4 Hours (Personal Development)

- f* Analyze the myriad of billable and non-billable management tasks and projects, such as the following:
 - f* Managing contracts
 - f* Staying current technically
 - f* Mentoring others
 - f* Implementing firm initiatives
 - f* Practice development
- f* Discuss techniques for managing Partners, Clients, Seniors, and Administrative Staff
- f* Illustrate effective delegation
- f* Discuss various other management topics, such as meetings and additional class selected topics

Practice Management & Development– 2 Hours (Personal Development)

- f* Discuss practice development in professional services
- f* Describe techniques for managing growth through client service
- f* Identify opportunities to increase firm revenues
- f* List methods for developing referrals

Presentation Skills – 3-4 Hours (Communication)

- f* List characteristics of effective presenters
- f* Describe strategies for developing and delivering common public accounting related presentations
- f* Discuss tips on delivering presentations