

# MIDDLE MANAGEMENT



**January 25-29, 2010 40 Hours 8:00 a.m.-5:00 p.m.**

**Allstate Center Room 205 Trust Funded**

This 40-hour salary incentive course focuses on the concept of management and the responsibilities and role of middle managers, including planning, organizing, directing, implementing and evaluating. Understanding the relationship between executive management, the middle manager and the line supervisor is taught.

Development skills, such as leadership, decision making, communications and media relations are emphasized as well as legal issues, liability and ethics.



**Instructor: Jeffrey Helms, Diversified Training Services**  
**Facilitator: Randy Lewis, M.A., (727) 341-4518**  
**To Register, telephone (727) 341-4516 or fax (727) 341-4547**

**St. Petersburg College**  
**Advance Registration of Seminar Applicants**

**SEPSI**

In the space provided below, please *print* the names of those who will be attending the announced program.

Name of Attendee	SSN or Birthdate	Agency	Telephone Number
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
_____	_____	_____	( ) _____
Signature: _____		Department/Agency: _____	
Agency Administrator: _____		Address: _____	
Title: _____		City/State/Zip: _____	

**FEE INCLUDES CLASS MATERIALS. Agency will be billed if fees are not paid when attendees arrive.**

**Return to:** Southeastern Public Safety Institute  
 St. Petersburg College  
 P. O. Box 13489  
 St. Petersburg, FL 33733-3489  
 (727) 341-4516 or Fax (727) 341-4547

**Note for fee-paying courses:**  
 PLEASE: NO CASH PAYMENTS  
 CHECK/MONEY ORDER ONLY!

Pay on arrival       Send invoice

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