

COMPLETED STAFF WORK

A TWO DAY COURSE

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This course will prepare you to effectively recommend solutions to management problems. The completed staff work process results in a product that will require only the manager's signature to implement recommendations.

When you've completed this course you'll be able to:

- Identify barriers/problems that may be encountered in doing staff work and alternative solutions to overcoming those barriers
- Identify factors to consider when preparing a recommendation
- Demonstrate a 7-step approach in analyzing a practical, work-related case
- Prepare a written recommendation using the "action memo" format

Note: You should bring an example of a problem that are working on or might work on in the future. It should be a problem that is expected to be resolved with a recommendation to your management.