

Project Manager Training

1. Role of the Project Manager.
2. Mission of the Agency
 - a. The vital role that each employee plays in meeting the mission statement.
 - b. Organizational Chart.
3. History of Community Action.
4. Ingredients of a Successful Team.
 - a. Establishing collaboration.
 - b. Setting goals.
 - c. Realistic strategies
 - d. Conflict resolution
 - e. Employee counseling/warnings statements. How to provide constructive criticism.
5. Coaching Staff Members.
6. Providing good customer service.
7. Quality Review.
8. ROMA Training.
9. FCCAA personnel policies and procedures.
10. Introduction to grant writing.
11. FCCAA Property policies and procedures.
12. FCCAA fiscal policies and procedures.