

CARNEGIE MELLON UNIVERSITY SENIOR EXECUTIVE SEMINAR

The primary objective of the Senior Executive Seminar is to give you the concepts and techniques you need to lead and manage your organization. Throughout the seminar, our nationally recognized faculty will share with you both the insights and skills that make a real difference in the workplace.

Who Should Attend

Senior-level professional NASA employees, typically “fast-track 14s”, GS-15 or SES level, who would benefit from exposure to general management theory with an emphasis on productivity and strategic planning.

Program Highlights

- Understand the political, social, economic and technological changes that will affect your planning;
- Incorporate modern management concepts and analytic techniques in your work for more efficient planning, coordination and control;
- See the implications of human behavior in organizations and develop effective, flexible leadership skills;
- Communicate more effectively in formal and informal meetings with colleagues, clients, reporters and the public; and
- Use the computer and information technology as a management tool.

Offerings: Annually, two week session

Contact: Angela Trapani

Telephone: 412-268-6113

Director of Government and Nonprofit Programs

Office of Executive Education

H. John Heinz III School of Public Policy and Management

Carnegie Mellon University

5000 Forbes Avenue

Pittsburgh, Pennsylvania 15213-3890

Fax: 412-268-7036

Email: execed@andrew.cmu.edu

Web site: www.heinz.cmu.edu/execed/ses/

Program Dates: May 16 – 29, 2004

Cost: \$8,700 - 2004 (Includes tuition, lodging, most meals, books, and materials. Does not include lodging the night before program starts.)

Application Deadline: April 1, 2004

Participation is highly restricted.