

# Management 101- for NEW and Upcoming Managers

This course provides an overview on:

- Leader vs manager, what's the difference?
- Managing metrics
- Managing people
- Managing staff to the next level
- Evaluating and teaching
- Annual Reviews- What should you talk about?

The course is interactive with participants and is ideal for all who are new to a leadership role or who have aspirations to be in a management position.



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2

## Time and Date:

Wednesday, April 9, 2026  
11 AM to 1pm (lunch provided)  
Class Duration: 2 Hours

## Location:

EBMI Office Suite 203 | 900 S. Highway Dr. | Fenton MO 63026

## Instructor:

Mark Serafino | 314.713.0967 | Sincerely Speaking LLC.

## What is provided:

Lunch is provided

## Tuition and Fees:

Tuition due two weeks prior to course start date.

|  |       |
|--|-------|
| Employees of non-member firms  | \$195 |
| Employees of EBMI member firms   | \$175 |
| Late Fee (additional \$50)<br>Paid after two weeks prior to start date of class. | \$50  |

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