

## Building Organizations and Managing Work

**COURSE NUMBER**    **14038**

For information about this course, contact:  
 FAA Program Manager: Shepherd Curl  
 (386) 446-7132

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### DESCRIPTION AND LEARNING STRATEGY

This course presents the FAA mission and helps you, an FAA leader, advance that mission through your everyday work. The course demonstrates how FAA mission and goals guide development of organizational structure, work management, and leadership roles, and how basic skills of work analysis, planning, communication, and time management contribute to effective leadership within the FAA.

The course uses learning techniques and on-the-job case studies. Learners will use self-reporting, observation, data collection, and critical analysis as self-testing techniques.

Modules in the course include:

- Organizational Structure
- Management Roles, Style, and Principles
- Planning and Scheduling
- Work Analysis and Distribution
- Communicating and Managing Effectively
- The Mission and the Challenge

### OBJECTIVES

- Become more productive and self-directed.
- Understand organizational structures and the effect of structures on work processes.
- Improve techniques for communicating workplace needs.
- Improve techniques for managing work.

This correspondence course is designed for FAA employees. A customized workshop for your non-FAA organization can be developed through a **fee-for-service partnership**. Call **(386) 446-7132** to discuss options.

### CLASS SIZE

Individual, self-paced

**LENGTH**    48 hours

### LOCATION

Employee work site  
or home

### WHO SHOULD ATTEND

Employees who have a need or desire to improve skills in building organizations and managing work

### ENROLLMENT

Access the enrollment system at <https://www.academy.jccbi.gov/ama310c/default.asp>.

### PREREQUISITE

None

### PRECOURSE

None

### RELATED COURSES

Labor Management Relations (FAA01205)  
 Managing Change (FAA01306)  
 Strategic Planning (FAA01275)  
 Systems Thinking (FAA01277)