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1996

## AICPA News & Views Extra

American Institute of Certified Public Accountants (AICPA)

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### Recommended Citation

American Institute of Certified Public Accountants (AICPA), "AICPA News & Views Extra" (1996).  
*Newsletters*. 2373.

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NEWS & VIEWS EXTRA

SPECIAL EDITION -- TEAM TRAINING

**Training  
for the New  
Culture**

The entire Institute has heard something about the steps we are all taking to create a flatter organization which empowers us and challenges us in new ways. Since the change to a team culture is such a fundamental one, it means that all of us will need to alter the way we think about and perform our work at the Institute. To successfully accomplish this is no small task. Luckily, help is on the way in the form of two new training seminars available to every member of Team AICPA.

What follows is a description of these two new seminars and a training calendar on the reverse side of this page. Sessions of *Managing Your Priorities* and *Personal Strategies for Navigating Change* will be led by facilitators from within the Institute, and they will be organized either for team leaders or team contributors so that people can share similar experiences with each other. "These seminars are facilitator-led, not instructor-taught." Explains Manager of Organizational Development and Training Gae Barbano, "There's a big difference. In a facilitator-led seminar, what people say to each other is just as important as what the leader says. This allows us to feed off each other's experience and knowledge, which is very helpful. We are our own best resources for the answers."

**Personal  
Strategies  
for  
Navigating  
Change**

Even if a person believes that change is for the better, change is stressful, sometimes very stressful. In this seminar, participants explore ways of dealing with the stress that comes from change, both as individuals and in their working relationships with other people. The Seminar helps us to acknowledge the impact of change on ourselves and on our colleagues. It looks at common responses to change and helps us to identify how we have dealt with change in the past and to assess whether those past strategies worked or not.

*Personal Strategies for Navigating Change* is about taking advantage of the potential in change and about making whatever bitter fruit it may bring into lemonade. The seminar discusses ways of dealing in a team-like manner with resistance to change, and it helps participants to take positive action to make change both a personal and organizational success.

**Managing  
Your  
Priorities**

The changes at the Institute mean that each of us will have to take greater responsibility for managing our own work. This represents an exciting challenge, but with the new power come new problems. Particularly for those who will serve on more than one team at once, this may mean tighter deadlines than ever before. This seminar is designed to help Team AICPA members juggle competing priorities and make better decisions about how they choose to organize tasks. It helps participants to learn to communicate better about the steps needed to achieve goals. It suggests possible strategies to handle interruptions and requests for help in ways that build or maintain good working relationships within a team environment.

**A New Way To Get Training Information** The Human Resources Team now has a 24-hour voice mail system for people seeking information about AICPA-sponsored training programs and to pre-register for seminars. Anyone who calls extension 6250 can follow a series of voice cues to get basic course descriptions and to reserve space for themselves in seminars, pending receipt of an approved training request form.

Dates through March 1st for:

Personal Strategies for Navigating Change

*for Team Leaders:*

**NEW JERSEY**

Tuesday, January 30th  
Wednesday, February 7th  
Friday, February 23rd  
Friday, March 1st

**NEW YORK**

Thursday, February 15th

**WASHINGTON**

Tuesday, January 30th  
Thursday, February 15th  
Monday, February 26th

*for Team Members:*

**NEW JERSEY**

Wednesday, January 24th  
Friday, February 9th  
Tuesday, February 13th  
Wednesday, February 21st  
Tuesday, February 27th

**NEW YORK**

Thursday, February 1st

**WASHINGTON**

Wednesday, January 31st  
Friday, February 16th  
Tuesday, February 27th

Managing Your Priorities

*for Team Leaders:*

**NEW JERSEY**

Tuesday, January 23rd  
Tuesday, February 6th  
Wednesday, February 14th

**NEW YORK**

Thursday, February 22nd  
Monday, February 26th

**WASHINGTON**

Monday, February 5th  
Wednesday, February 21st

*for Team Members:*

**NEW JERSEY**

Wednesday, January 31st  
Tuesday, February 20th  
Wednesday, February 28th

**NEW YORK**

Thursday, January 25th  
Thursday, February 8th

**WASHINGTON**

Tuesday, February 6th  
Thursday, February 22nd