

# Management Training For Women

a university business office program

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In past years, training and development programs have been aimed at the male sector of the work force. Consequently qualified women have been overlooked and discriminated against when trying to enter the ranks of management. With the recent concern over equal rights and pressures from womens' organizations, many institutions are taking a hard look at their training programs and the opportunities for women in management. In order to prepare women for professional managerial positions, the importance of the management orientation and training program cannot be overstated.

Several years before the womens' liberation movement, the business office at Purdue University developed its Management Training Program (MTP). It is designed for men and women with a bachelor's degree in business seeking employment in a college or university business office. Operators of the business office, like private enterprise, recruit potential candidates for their MTP from colleges and universities.

## Intensive Interview

After the recruitment phase, applications are screened. Then several applicants are invited for a one day intensive interview ses-

sion. Once the candidates are selected, they enter the MTP with identical salaries, equal opportunities, and similar orientations; however, they are treated as individuals with different personalities and diverse social backgrounds. Furthermore, the traditional division of labor due to sex-role stereotypes does not exist.

The training program lasts for five weeks and during this period the trainees become acquainted with the varied operations of the business office. They spend time with the Personnel Department, Budget office, Office of Contract Administration, Accounting office, Purchasing Department, and the academic business administrators.

When the trainees successfully complete the program, they can then interview for any of the existing entry level vacancies. The end result is placing individuals in positions which suit them and for which they are best suited. Any post-placement training is the responsibility of the new supervisor; however, the business office continuously offers seminars on management development and human relations.

## An Analysis

The MTP has been very successful; it assists in achieving the goals

of the business office while at the same time affording equal employment opportunities in management positions for both men and women. The Management Training Program at Purdue is only one example of a plan which utilizes the potentials and skills of both sexes.

The MTP is not a model for every organization because each has its own idiosyncrasies that must be taken into consideration. Every organization must, however, change any antiquated male-dominated programs and examine its attitudes toward the development of women as professionals if the optimization of human potentialities and resources is to be achieved in our changing society.

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