

CERTIFICATE IN SUPERVISION & MANAGEMENT FUNDAMENTALS SPRING 2010

Participants must complete the following four seminars to receive a certificate from the Small Business Center.

Time Management

This workshop in time management shows exactly how to focus on high-payoff activities, eliminate time-wasting behavior and bypass procrastination. Learn to use five resources to your advantage, how to have short, productive meetings, how to delegate, how to stay on target, and how to handle difficult people.

#1630	M. Collins	Mar 3
Van Dusen 103	W	1:30-4:30 pm

What Every Supervisor Should Know

This seminar will be helpful for managers that have not received formal training, are in their first management position or find it uncomfortable managing employees who might have been their peers in the past. This seminar can help any manager identify the specific issues that create problem employees and how managers can deal with stress.

#1631	M. Collins	Mar 10
Van Dusen 103	W	1:30-4:30 pm

Managing Unacceptable Workplace Behavior

This seminar will help managers deal with unacceptable behavior in the workplace. Learn tips on handling angry and/or unmotivated employees who do not full fill the goals of your company.

#1632	M. Collins	Mar 17
Van Dusen 103	W	1:30-4:30 pm

Effective Communication in the Workplace

Communication is very important in today's businesses. Mike will cover emails, telephone and other types of correspondence that are used today and how our actions and body language can communicate with others.

#1633	M. Collins	Mar 24
Van Dusen 103	W	1:30-4:30 pm