

# **CERTIFICATE IN SUPERVISION & MANAGEMENT FUNDAMENTALS SPRING SEMESTER 2012**

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

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## **Time Management for Small Business Owners**

This workshop in time management will show 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.

#1617 M. Collins Feb 29  
103 Van Dusen Hall W 1:30-4:30 pm

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## **Basic Management Skills for Small Business Owners**

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

#1618 M. Collins Mar 14  
103 Van Dusen Hall W 1:30-4:30 pm

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## **Managing Unacceptable Workplace Behavior for Small Business Owners**

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

#1619 M. Collins Mar 21  
103 Van Dusen Hall W 1:30-4:30 pm

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## **Dealing With Constant Change in a Small Business**

Moving through change takes time and energy and is extremely stressful. This seminar will help you recognize and embrace change and make it work for your company.

#1620 M. Collins Mar 28  
103 Van Dusen Hall W 1:30-4:30 pm