



▶ TRAINING FOR SUPERVISORS ◀

“First Line Supervision Certificate Program”

Classes Offered at EKU ~ Richmond Campus

Fall 2009

NOW THAT YOU'RE A SUPERVISOR... you have most likely developed technical skills required in your field. Your continued success now depends upon the ability to get things accomplished through others. EKU's supervision program helps develop your interpersonal skills or “people skills” area. The programs are designed to offer a bridge between technical skills and supervising others to increase overall company performance.

First Line Supervision Certificate Program

Core I

September 2, 9, & 16, 2009

9:00 a.m. to 4:00 p.m.

The First-Line Supervision Certificate Program begins with an 18-hour seminar (3 one-day classes), Core I. Participants then select an additional 18 hours (3 days) of elective seminars—6 hours of which may be computer classes. This completes the Basic Supervision Certificate for a total of 36 hours.

Core I provides participants the opportunity to learn vital skills needed to successfully supervise in today's ever-changing workplace. This course is based around the book “*Taking the Step up to Supervisor*” by Geoff Nichols and includes the following topics: Learning Your New Role, Expectations of Supervision, Motivating and Coaching Others, and other critical issues.

Advanced Supervision Certificate Program

Core II

October 14, 21, 28, 2009

9:00 a.m. to 4:00 p.m.

Advanced Supervision is the second phase of the program and consists of another 18-hour seminar (3 one-day classes), Core II Advanced Supervision. Participants then select an additional 18 hours (3 days) of Elective seminars—6 hours of which may be computer classes—for a total of 36 hours of training.

Advanced Supervision Core II offers an opportunity for a Supervisor to expand the concepts introduced in Core I through detailed examination and case-study experience. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn to make your best skills as supervisor become second nature.

▶ Elective Seminars ◀ 9:00 a.m.—4:00 p.m.

The following seminars can be taken as part of the Certification program or as an individual professional development topic.

Effective Team Building ~ September 21 & 22, 2009

Learn the practical framework required for building teams within a work unit.

Accident Prevention ~ September 29, 2009

Highlights practical approaches to accident prevention in the workplace.

Legal Issues for Supervisors ~ October 8, 2009

Explore legal aspects and obligations for being a supervisor.

Dealing with Difficult People ~ November 19, 2009

This course emphasizes communication and flexible thinking as key methods of dealing with difficult people.

Presentation Skills ~ December 2 & 3, 2009

As a supervisor, having good presentation skills is a must...but it can also be intimidating to speak to a group. This two-day seminar provides the opportunity to develop your presentation style in a safe environment.

Coaching & Workplace Communication ~

December 15, 2009

Assess employees' development needs and respond with appropriate leadership style.

▶ Computer Classes ~ All NEW Microsoft 2007 ◀

MS Word Basic	October 2, 2009
MS Excel Basic	October 16, 2009
MS Excel Intermediate	October 23, 2009
MS PowerPoint Basic	November 13, 2009
MS Excel Advanced	December 4, 2009
MS Access Basic	December 11, 2009

▶ Course Tuition ◀

3-Day Seminar	\$380
2-Day Seminar	\$275
1-Day Seminar	\$250
Computer Classes	\$160



On-site customized training is available!
Call 859-622-8405 for a free quote or to register today!

