

Certificate in Supervision

Spring 2017

Session 1	February 23	Making the Transition from Worker to Supervisor By: Dr. Gerald Graham
Session 2	March 2	Building Better Communication Skills By: Ms. Dorothy Harpool, MBA
Session 3	March 9	Sharpening Your Listening Skills By: Ms. Phyllis Robertson, MBA
Session 4	March 16	Evaluating Employee Performance By: Dr. John Belt
Session 5	March 30	Solving Problems & Making Decisions Effectively By: Dr. Don Hackett
Session 6	April 6	Dealing with Conflict & Problem Employees By: Ms. DeAnn Sullivan, PMP
Session 7	April 13	Delegating for Results By: Dr. Don Hackett
Session 8	April 20	Assessing Your Leadership Style By: Dr. Gerald Graham
Session 9	April 27	Understanding Basic Legal Issues in the Workplace By: Ms. Kari Schmidt, JD
Session 10	May 4	Putting It Into Practice By: Dr. Don Hackett

Sessions will be held on Thursdays from 4:30pm – 7:30pm in the
CMD Training Room in the Woodman Alumni Center.
No Class March 23, 2017 – Spring Break