

# Certificate in Supervision

Spring 2018 Public Session

Session 1	3-1-18	<b>Making the Transition from Worker to Supervisor</b> By: Dr. Gerald Graham
Session 2	3-8-18	<b>Building Better Communication Skills</b> By: Ms. Dorothy Harpool, MBA
Session 3	3-15-18	<b>Delegating for Results</b> By: Dr. Don Hackett
	3-22-18	<b>This week has no class</b>
Session 4	3-29-18	<b>Dealing with Conflict &amp; Problem Employees</b> By: Ms. DeAnn Sullivan, PMP
Session 5	4-5-18	<b>Solving Problems &amp; Making Decisions Effectively</b> By: Darian Bebout, MBA, PMP
Session 6	4-12-18	<b>Evaluating Employee Performance</b> By: Dr. John Belt
Session 7	4-19-18	<b>Assessing Your Leadership Style</b> By: Dr. Gerald Graham
Session 8	4-26-18	<b>Sharpening Your Listening Skills</b> By: Ms. Phyllis Robertson, MBA
Session 9	5-3-18	<b>Understanding Basic Legal Issues in the Workplace</b> By: Ms. Kari Schmidt, JD
Session 10	5-10-18	<b>Putting It Into Practice</b> By: Dr. Don Hackett

Sessions will be held on Thursdays from 4:30 – 7:30 pm

Skips 3-22 for Spring Break

Located at the CMD Training Room, Woodman Alumni Building