

# Certificate in Supervision

Fall 2018 Public Session

Session 1	9-18-18	<b>Making the Transition from Worker to Supervisor</b> By: Dr. Gerald Graham
Session 2	9-25-18	<b>Building Better Communication Skills</b> By: Dorothy Harpool, MBA
Session 3	10-9-18	<b>Dealing with Conflict &amp; Problem Employees</b> By: Christina House, MBA, PMP, ACC
Session 4	10-16-18	<b>Solving Problems &amp; Making Decisions Effectively</b> By: Darian Bebout, MBA, PMP
Session 5	10-23-18	<b>Evaluating Employee Performance</b> By: Dr. John Belt
Session 6	10-30-18	<b>Assessing Your Leadership Style</b> By: Dr. Gerald Graham
Session 7	11-6-18	<b>Sharpening Your Listening Skills</b> By: Phyllis Robertson, MBA
Session 8	11-13-18	<b>Understanding Basic Legal Issues in the Workplace</b> By: Kari Schmidt, JD
Session 9	11-20-18	<b>Delegating for Results</b> By: Dr. Don Hackett
Session 10	11-27-18	<b>Putting It Into Practice</b> By: Dr. Don Hackett

Sessions will be held on Tuesdays from 4:30 – 7:30 pm  
Located at the CMD Training Room, Woodman Alumni Building  
10/2 is skipped to accommodate PU 5-day course