

Certificate in Supervision

Spring 2019

Session 1	February 28	Making the Transition from Worker to Supervisor By: Dr. Gerald Graham
Session 2	March 7	Building Better Communication Skills By: Dorothy Harpool, MBA
	March 14	NO CLASS – Spring Break
Session 3	March 21	Delegating for Results By: Dr. Don Hackett
Session 4	March 28	Sharpening Your Listening Skills By: Phyllis Robertson, MBA
Session 5	April 4	Solving Problems & Making Decisions Effectively By: Darian Bebout
Session 6	April 11	Evaluating Employee Performance By: Dr. John Belt
Session 7	April 18	Assessing Your Leadership Style By: Dr. Gerald Graham
Session 8	April 25	Dealing with Conflict & Problem Behaviors By: Christina House, MBA, PMP, ACC
Session 9	May 2	Understanding Basic Legal Issues in the Workplace By: Kari Schmidt, JD
Session 10	May 9	Putting It Into Practice By: Dr. Don Hackett

Sessions will be held on Thursdays from 4:30pm – 7:30pm in the
CMD Training Room, Woodman Alumni Center.
There will be no class on 3-14-19 because of Spring Break