



▶ TRAINING FOR SUPERVISORS ◀ “First Line Supervision Certificate Program”

(classes offered at the Corbin Center for Technology & Community Activities)

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

**March 5, 12, & 17
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 introduces participants to management style comparisons, leadership vs. management, expectations of supervision, personal style inventories, safety, planning, organizing, decision-making, communication skills, problem-solving skills and presentation skills.

Advanced Supervision Certificate Program Core II

**April 15, 22, & 29
9:00 a.m. to 4:00 p.m.**

Advanced Supervision Certificate 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, and supervising under the law.

▶ 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.

Accident Prevention ~ Date TBA

Highlights practical approaches to accident prevention in the workplace.

Coaching & Workplace Communication ~ Feb. 21, 2008

Assess employees' development needs and respond with appropriate leadership styles. Coach effectively using skills such as active listening, consultation, feedback and confrontation.

Legal Issues for Supervisors ~ March 7, 2008

Explore the legal aspects and obligations of being a supervisor.

Effective Team Building ~ March 19 & 26, 2008

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

Dealing with Difficult People ~ April 8, 2008

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

Presentation Skills ~ May 6 & 13, 2008

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.

▶ Computer Classes ◀ 6:00 p.m.-9:00 p.m.

MS Computer Intro	April 29 & May 1, 2008
MS Word Basic	April 25, 2008 (9 a.m. to 4 p.m.)
MS Excel Basic	Feb. 4 & 11, 2008

▶ Course Tuition ◀

3-Day Seminar	\$344
2-Day Seminar	\$250
1-Day Seminar	\$224
Computer Seminar	\$150

**Call Donna Helton or Jamie Parker at
(606) 258-0854 or (859) 622-6918 for registration information!**