



## Hello Northern Colorado Manufacturers!

With funding through the Colorado Workforce Development Council, NOCO partnered with Front Range Community College to develop Supervisor Management Training designed especially for manufacturers. We brought together supervisors in the industry to bring you the [NOCO Manufacturing Supervisor Training](#).

### ACT NOW

We are now accepting registrations for both Part 1 (Manage Your Team) and Part 2 (Manage Your Business). Tuition is \$750 for each part. **Courses will be at Front Range Community College, Boulder County Campus, 2121 Miller Drive, Longmont, and at a manufacturer – from 8:00 a.m. to 12 noon each Tuesday.**

Click [HERE](#) to register for Part 1 of this Training Program – Manage Your Team

Click [HERE](#) to register for Part 2 of this Training Program – Manage Your Business  
or call Continuing Education at (970) 204-8686 to register

### Course Description:

This Supervisor Management course provides hands-on experiences that introduce first time supervisors to the competencies necessary to do their job. This course guides and challenges new supervisors to become more confident in following safety standards and HR policies, including hiring and disciplining, resolving conflict, and proficiency in production planning, prevention planning, and problem solving. Supervisors will leave this course with tools, resources and action plans that can improve their skills and prepare them for the workforce as front line supervisors.

### Target Audience:

Individuals with manufacturing experience interested in moving into a role as a supervisor or new to the supervisor role.

#### PART ONE (Course One Cost: \$750)

##### MANAGE YOUR TEAM

###### MODULE ONE

###### Safety in the Workplace -January 29

Includes standard OSHA regulations, incident and accident reports, job hazard assessments and safety reports.

###### MODULE TWO

###### Recognize Legal Issues - February 5

Standard HR policies including title 14, ADA, FMLA, Workers Comp, HIPAA legal requirements & diversity guidelines.

###### MODULE THREE

###### Defining Jobs, Interviewing & Onboarding - February 12

Developing and understanding job descriptions, recruiting, and conducting interviews.

###### MODULE FOUR

###### Developing Employees & Yourself - February 19

Coaching individuals and teams, motivating employees, explaining work processes, completing performance appraisals with action plans.

###### MODULE FIVE

###### Managing to a High Performance Team - February 26

Team meetings, making decisions, following guidelines, critical conversations and discipline.

#### PART TWO (Course Two Cost: \$750)

##### MANAGE YOUR BUSINESS

###### MODULE SIX

###### Business Acumen - March 5

Gain an understanding of how your organization makes money. Learn how to envision what the company should do now to bring about a more profitable, successful future.

###### MODULE SEVEN

###### Measurement Skills - March 12

Learn how to collect and analyze data to reduce costs and improve efficiencies in your organization.

###### MODULE EIGHT

###### Problem Solving - March 19

Learn how to save time and money by identifying the root cause of problems and the tools needed to solve them.

###### MODULE NINE

###### Production Planning & Operational Improvement - March 26

Gain an understanding of the key production planning tools that make for an even flow of material and a minimum amount of money tied up in inventories.

###### MODULE TEN

###### Operational Improvement - April 2

Learn how to identify and minimize or eliminate activities that do not create value for your customers.