

It's a fact...

Businesses that provide their employees with ongoing professional development see greater productivity and increased employee satisfaction.

Basic Supervision

This course is ideal for the first-time supervisors and is a great refresher for current supervisors. Through interaction and thought-provoking exercises, your instructor will explore each of these areas.

Getting into Supervision

Should You Be a Supervisor?
Making the Transition
The Supervisor's Role and Responsibility

Human Relations and Communications

Achieving Productivity Through People
The Supervisor-Employee Relationship
Creating a Productive Working Climate
Quality Control & Continuous Improvement
The Effective Work Team
Communicating Privately
The Problem Employee
Delegating
Managing Performance



Meet your instructor

Rebecca Martin is a credentialed professional development trainer and coach specializing in workshops tailored to small-group needs. She has conducted a number of highly interactive and well-received workshops at CF and for the Corporate College.

Managing Yourself

Learning How to Focus and Manage Your Time
Establishing Goals and Planning
Setting Priorities
Making Decisive Decisions

Where Do I Go from Here?

Common Mistakes You Don't Want to Make
Converting Change into Opportunity

Register Now!

Friday, June 14 & 21, 9:00 a.m.-1:00 p.m.

College of Central Florida, Ocala Campus
3001 S.W. College Road, Ocala
352-873-5855 or <mailto:corporatecollege@cf.edu>

Cost: \$199

Pre-registration and payment are required. No refunds or transfers will be granted after May 15.