

You used to be co-workers and now you are the manager! This course will enable participants to recognize and prepare for the transition that occurs when managing former peers. New managers will learn methods to skillfully transition from team member to team leader including communication, managing resistance and building confidence throughout the team.

| When: | February 22, 2018 |
|--------|----------------------------|
| | 12:30 p.m. – 4:30 p.m. |
| Where: | Pickaway-Ross CTC Adult Ed |
| | Chillicothe Campus |
| | 1410 Industrial Dr. |
| | Chillicothe, Ohio 45601 |
| Cost: | \$75 |

The course instructor is Sandy Hinton. Sandy has thirty years of experience working for the State of Ohio. Twenty years were served in the Human Resources and Labor Relations field, which provided her a thorough understanding of employee selection, review, training and discipline as well as the ability to interpret and ensure proper adherence to collective bargaining agreements. She has an Associates' Degree in Business from Hocking College, is a graduate of the Ohio Office of Collective Bargainin Academy and certification in Mediation Training from Capital University.



For more information or to enroll, please call (740) 642-1365 or register online at

www.pickawayross.com



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