

# The Supervision and Management Academy

**Doing a job well takes skill.  
Leading others to do a job well is  
an entirely different set of skills,  
knowledge, and perspective.**

In this powerful set of classes, you will learn essential skills and develop a new perspective based on solid supervisory theory to achieve success in managing people and tasks. Each four-hour class is taught using experiential learning methodologies and designed to expand your level of skill whether you are a first time manager or have been supervising others for years.

## Course topics include:

- Making the Leap from Employee to Supervisor
- Effective Communication
- Interviewing and Hiring
- Performance Management and Evaluation
- Company Policy and Labor Law
- Leadership—Creating a positive work culture
- Managing Organizational Change
- Decision Making Implications
- Conflict and Negotiations
- Managing the Diversity of a Team

## Classes begin in January and September.

All 10 classes are taught each fall and spring. Students completing all 10 classes in a two-year period receive a Supervision and Management Academy Completion certificate.

### Cost

All 10 classes: paid in advance \$800.00  
One class at a time: \$100.00 per class

### How to Sign up

Register with Community Programs: 546-3132 or at [www.communityprograms.net](http://www.communityprograms.net)



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