

Leadership & Supervision

Are you promoting someone into a supervisory role? Are you ready to move up in your company, but need training? This course is tailor made for first time supervisors and leaders who want to brush up on their skills with new techniques.

More than ever before, leaders are called upon to respond innovatively and efficiently to change. Businesses need individuals who can easily assume leadership roles, and potential leaders need the training to allow them to comfortably and ably fill those roles.

Participants may register for one course or take all of the courses and receive the certificate. The cost of the entire certificate is \$600. Classes are offered in Butler and Mercer Counties.

Skills of Supervision

Participants will define supervision and the roles and responsibilities of supervisors. They will engage in discussions on topics including communication skills and the changing nature of supervision at work.

RBUTR 706-B52 – Monday, 1/23, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 706-M52 – Monday, 1/23, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

Managing Time & Stress

Participants will learn techniques for time management by prioritizing tasks and focusing on outcomes. Participants will also gain insight into strategies for identifying stressors and controlling reactions to them.

RBUTR 707-B52 – Monday, 1/30, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 707-M52 – Monday, 1/30, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

Problem Solving, Decision Making, & Creativity

Participants will discuss the decision making process and the traps that must be avoided. Small group activities will reveal problem solving strategies as well as group dynamics. Throughout, participants will be asked to think creatively.

RBUTR 708-B52 – Monday, 2/6, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 708-M52 – Monday 2/6, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

Motivating Employees

Participants will gain a working knowledge of motivation from various points of view. They will discuss what supervisors can do to foster an environment where employees want to work.

RBUTR 709-B52 – Monday, 2/13, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 709-M52 – Monday, 2/13, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

The Supervisor as Leader

Participants will discuss the differences between power, authority and leadership. They will learn several leadership styles and how to identify their own style.

RBUTR 710-B52 – Monday, 2/20, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 710-M52 – Monday, 2/20, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

Managing Conflict & Change

Participants will define the positive and negative aspects of conflict and change. They will identify the potential conflicts in various organizations and will learn methods for managing conflict and change for success.

RBUTR 711-B52 – Monday, 2/27, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 711-M52 – Monday, 2/27, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

Ethics

Participants will discuss ethical behavior of supervisors and employees, along with strategies for identifying problems.

RBUTR 712-B52 – Monday, 3/5, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 712-M52 – Monday, 3/12, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.

Appraising & Rewarding Performance

Participants will learn techniques for employee reviews and rewards and the positive and negative consequences that can arise from the process.

RBUTR 713-B52 – Monday, 3/12, 5:00PM-9:00PM, Butler Main Campus, Continuing Education Building, Room 17, Instructor: Guiste, (4 Hours), Tuition: \$75.

RBUTR 713-M52 – Monday, 3/19, 6:00PM-10:00PM, BC3 @LindenPointe, Room TBA, Instructor: Chovan, (4 Hours), Tuition: \$75.