



EASC Workshop Registration Form

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INTRODUCTION TO SUPERVISION

Dates: February 1-2, 2017 or April 5-6, 2017 or July 11-12, 2017 or September 20-21, 2017

Fee: EASC members - \$390.00 per person • Non-members - \$470.00 per person

Target Audience: *Supervisors, Lead Workers, and Managers. One of a series of seven classes designed for the entry level HR professional and frontline supervisors.*

CLASS OVERVIEW: This 2 day workshop recognizes the importance of having well trained supervisors and lead workers to direct and facilitate actions necessary to bring about a high level of efficiency and effectiveness in the workplace. Basic supervisory skills are the focus of this program which includes units on identifying different work styles to reinforce the importance of diversity; mutual goal setting; employee motivation; situational leadership styles; effective delegation; coaching to improve performance; discipline without punishment; mediating conflicts; time management; and team building. Training methodology includes role play, group discussions, sharing ideas and experiences with other participants, and other experiential activities to reinforce learning.

After completing, fax to: 803.783.3216

COMPANY: _____

MAILING ADDRESS: _____ CITY, STATE, ZIP: _____

PHONE: _____ E-mail: _____

NAME _____ NAME _____

PAYMENT INFORMATION OUR FEDERAL ID: 57-0845061

CK. ENCLOSED: \$ _____ BILL COMPANY: _____ PO # _____ CHARGE: VISA _____ MC _____ V code _____

CARD# _____ - _____ - _____ - _____ Ex.Date: ____ / ____

V CODE _____ Print Name: _____

This course is available as an in-house program conducted on your site. An in-house program gives you the ability to customize and combine any of our courses to fit your needs. The end result is training that is strictly tailored to meet your requirements.