SUPERVISOR I AND II
CORPORATE COLLEGE OPEN ENROLLMENT CERTIFICATE COURSES

Date: Individual courses begin in January

Presented by: Lone Star Corporate College Open Enrollment

Format: Online instruction
Virtual Orientation for each session held first night of class from 6:00 - 8:00 p.m.

Location: Online

Description:
Supervisor I includes the following individual courses:
- Supervision, Introduction 1/27-31
- Communication Skills for Managers 2/3-7
- Supervision, Legal Issues 2/10-14
- Time Management 2/24-28

Supervisor II includes the following individual courses:
- Employee Performance Review 3/17-21
- Lead Effective Meetings 3/24-28
- Team Building in the Workplace 4/7-11
- Problem Solving 5/5-9

Objective: Participants can choose a specific course to update their management processes or take the entire program to develop the skills necessary as an introductory supervisor. Each course is designed to meet a vital need for supervisors and provide effective solution strategies for the day to day challenges in the workplace.

Who should attend?
Professionals who are new to management and those who would like to refresh their management style.

Hours: 8 hours per course

Cost: $90 per course

For more information, contact:
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