



The *Supervisory Skills Program* is a five-day intensive course that provides participants a foundation of critical skills necessary to become an effective workplace leader.

OVERVIEW OF TOPICS COVERED:

- ▶ Core supervisory functions - planning, organizing, staffing, leading, and controlling
- ▶ Time management techniques
- ▶ Elements of effective objectives and action plans
- ▶ Essential communication and listening skills
- ▶ Keys to organize and delegate work
- ▶ Employee motivation principles
- ▶ Methods to deal with employee performance problems and workplace conflicts
- ▶ Operational basics - performance measurement, retention, controlling for quality, and team building

KEY BENEFITS:

- ★ *Wide audience appeal - Appropriate for any current or prospective supervisor or manager*
- ★ *Minimal work disruption - Meets once a week for five weeks (rather than consecutive days)*
- ★ *Interactive - Group discussion and situation analysis (No boring lectures!)*
- ★ *Immediate application - Participants practice concepts in class that they can use the very next day*
- ★ *Continuous learning - Classroom experience is supplemented by take-home reading and skill-application assignments*
- ★ *Individualized attention - Enrollment is limited to 30 students*

Certification: Participants who successfully complete the attendance requirements will be awarded a Certificate of Completion. This program has gained recognition by business enterprises throughout Utah for providing managers and supervisors with the skills and information they need to excel in the workplace.

Faculty: Dr. Brent Soffe has a lifetime of experience in management practice, training, and consulting. He has taught organizational behavior, interpersonal communications, and team development at a variety of professional schools, including University of Utah and Utah State University. His consulting experience covers a broad range of nationally-known organizations, including ARUP Laboratories and Intermountain Health Care. He has bachelor's degree in communications and an MPA from Brigham Young University, and a Ph.D. in Ed. Psych. with an OD emphasis from the University of Utah.

Where: Salt Lake Community College Miller Campus
9750 South 300 West, Sandy, UT

When: 8:00 a.m. - 4:00 p.m.
Tuesdays, Nov. 2 - Nov. 30, 2010

Cost: \$649 per Council member; \$799 per non-member (Includes text book and supplemental workbook)

REGISTRATION INFORMATION:

Name _____
 Name _____
 Name _____
 Company _____
 Address _____
 City/State/Zip _____
 Phone _____ Fax _____
 E-mail Address(es) of person(s) to receive reminder:

PAYMENT METHOD:

___ Check Enclosed
 ___ Bill Me
 ___ Charge Credit Card
 ___ Visa ___ Master Card ___ American Express
 Credit Card # _____
 Expiration Date _____
 Name on card _____
 Signature _____
Refund given if cancellation is received at least two weeks prior to start date

Register for the Spring Supervisory Skills Program By:

E-mail: info@ecutah.org
 Fax: 801-364-8915
 Phone: 801-364-8479

Mail: The Employers Council
 175 West 200 South, Suite 2005
 Salt Lake City, UT 84101