Supervisory Skills
On-Line Courses
for Idaho State Employees

- Convenient and Flexible
- Train Staff in Multiple Locations with No Travel Costs

**Supervisory Skills Level 1**
- Peer Today, Boss Tomorrow
- Managing Your Own Productivity
- I wish My Manager Would Just ...
- Glad I Could Help
- It’s The Law: the Legal Side of Management

**Supervisory Skills Level 2**
- Let’s T.A.L.K.: Handling the Difficult Performance Appraisal
- The Courage to Coach
- ACE it! How to Solve Tough Workplace Problems
- Fearless Facilitation: How to Lead Effective Meetings
- Generations: MEET for Respect in the Workplace

**Leadership Effectiveness Level 3**
- The Extraordinary Leader: Going from Good to Great
- Ready. Set. CHANGE!
- Preventing Retaliation in the Workplace: Recognize. Respond. Resolve.
- Whale Done!

<table>
<thead>
<tr>
<th>For Individual Self Study:</th>
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<tbody>
<tr>
<td>$25 per Class</td>
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<td>$115 per Level</td>
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<th>To Meet Certified Public Manager Program Eligibility:</th>
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<tbody>
<tr>
<td>Complete all Classes while Receiving Instructor Feedback</td>
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<tr>
<td>$540 for Entire Series</td>
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To register or for more information:
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