SUPERVISORY SKILLS

ABOUT COURSES

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

1 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

2 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

3 LEVEL 3
- The Extraordinary Leader: Going from Good to Great
- Ready. Set. CHANGE!
- Preventing Retaliation in the Workplace: Recognize. Respond. Resolve.
- Life IS a Series of Presentations: Inspire, Inform & Influence. Anytime
- Whale Done!

For Individual Self Study: $45 per Class / $220 per Level

To register or for more information: NIC Workforce Training Center, Customized Training
e-mail: customizedtraining@nic.edu URL: www.nic.edu/customizedtraining