



The *Supervisory Skills Program* is a five-day intensive course that provides participants with a foundation of critical skills necessary to become an effective workplace leader. Participants who successfully complete the attendance requirements will be awarded a Certificate of Completion.

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*
- ★ *Convenient – Downtown Salt Lake City location*

What people are saying about this course:

“Great instructor, great course! I loved the exercises and real life applicability.” - Spring 2011

“I love Dr. Soffe’s humor, seasoned expressions, and commentary. It was truly a pleasure to learn from such a great teacher.” - Spring 2011

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.

Where: **Utah Law and Justice Center**
Downtown Salt Lake City Location
645 South 200 East, Salt Lake City, Utah

When: **Tuesdays, April 3 - May 1, 2012**
8:00 a.m. to 4:00 p.m.

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 ___ Amer Exp ___ Discover

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 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 8410