

Foundations for the 21st Century Supervisor



AVAILABLE WORKSHOPS

All Sessions Held 8:00 a.m.—12:00 Noon

- **THE SUPERVISOR AS LEADER**
September 13, 2011
- **THE TERRIBLE T'S OF CHANGE**
October 20, 2011
- **COMMUNICATION BASICS**
November 17, 2011
- **MOTIVATION AND MORALE**
January 19, 2012
- **SITUATIONAL LEADERSHIP**
February 16, 2012
- **DEALING WITH CONFLICT AND CONFRONTATION**
March 15, 2012
- **GENERATION MANAGEMENT**
April 19, 2012
- **MAKING MEETINGS WORK**
May 17, 2012

SUPERVISORY/LEADERSHIP SKILLS THAT WORK FOR YOUR BUSINESS

Building the Talent to Grow

You have a vision for your organization's growth and the Workforce, Economic Development and Continuing Education Division of Rhodes State College can help support that vision.

How to properly supervise your workers in today's workplace plays a big role in whether you can earn your co-workers respect, run day-to-day operations effectively, and measure company success.

Remember, if you lead by example the others will follow. Improve your performance by increasing your effective leadership skills and be ready to meet the difficult challenges of today's economy and business world.

Register today. Develop extraordinary leaders and achieve extraordinary results!

Sponsored by Husky Energy



Please use the attached registration form to enroll today! Or contact April at:

Tel 419.995.8406 Email Sybert.A@RhodesState.edu

[HTTP://BIT.LY/PWZNNU](http://bit.ly/pwznnu)

LEADERSHIP TRAINING

Name: _____

(office use) ID#: _____

Address or Box #: _____

City, State and Zip Code: _____

County of Residence: _____

Work Phone #: _____

Home or Cell Phone #: _____

WCOMC Member Company: _____

Check workshop(s) to attend:

- #L2120A—The Supervisor as Leader, Sept. 13, 2011
- #L2121A—The Terrible T's of Change, Oct. 20, 2011
- #L2122A—Communication Basics, Nov. 17, 2011
- #L2123A—Motivation and Morale, Jan. 19, 2012
- #L2124A—Situational Leadership, Feb. 16, 2012
- #L2125A—Conflict and Confrontation, Mar. 15, 2012
- #L2126A—Generation Management, Apr. 19, 2012
- #L2127A—Making Meetings Work, May 17, 2012

Full payment of fees is appreciated before workshop start date.

Payment Options

Total payment due: _____

- Check Enclosed (payable to Rhodes State College)
- Purchase Order #: _____

(Or attach PO to registration form)

Please read our invoicing policy

- Credit Card:
 - VISA MasterCard Discover Card

Name as it appears on card: _____

Card Number: _____

Expiration Date: _____

3-digit security code: _____

All workshops subject to cancellation if minimum enrollment not met!

2011-2012 REGISTRATION INFORMATION



REGISTRATION FEES

(All prices listed include training materials and refreshments)

(All prices listed are per person, per workshop)

Please see our Refund, Invoicing & Cancellation Policies below

Any 4-hour Leadership workshop

- \$115.00 non-WCOMC members
- \$105.00 WCOMC members
- \$99.00* Multiple-registrant Discount
- \$95.00** Early Bird Discount

*Multiple-registrant discounts apply only when 3 or more participants are registered at the same time, for the same workshop and from the same company.

**Early Bird registrations must be received no later than 2 weeks (14 days) before the workshop start date.

4 EASY WAYS TO REGISTER

(1) MAIL IN REGISTRATION FORM

Solutions, etc...
Rhodes State College
4240 Campus Drive, Lima OH 45804
Checks payable to Rhodes State College

(2) FAX IN REGISTRATION FORM

(419) 995-8096
Please specify payment method

(3) PHONE IN YOUR REGISTRATION

(419) 995-8406
8:30am to 4:00pm, weekdays

(4) EMAIL YOUR REGISTRATION

Complete the registration form, scan it and email to:
Sybert.A@RhodesState.edu

Refund, Invoicing & Cancellation Policies

- You can withdraw from a workshop up to 3 days before its start date. A \$15 fee applies to any such cancellation.
- You will be charged 50% of the fee paid for cancellation within 3 days of respective start date.
- No refunds are issued for no-shows. Substitutions are welcome.
- A \$5 service charge will be added in any instance Solutions, etc... invoices for payment of fees.
- A \$25 late payment charge will be imposed for non-payment of an invoice within the payment terms given on the invoice. Typical payment terms are net 30 days.