

2010 Training Schedule

Nontraditional Target Audience – Supervisors working in nontraditional office settings (i.e. maintenance, skill trades, laborers, facility services, food services, etc.) and jobs which do not require professional licensure and/or certifications.

Traditional Target Audience – Supervisors working in traditional office settings and/or jobs which may require professional licensure/certifications (ex. Accountants, nurses, pharmacists, etc.).

CLASS	TIME	DATE	BUILDING	ROOM
<i>Effective Conflict Resolution Strategies</i>	8:15 a.m. – 3:30 p.m.	March 22, 2010	Student Union Bldg	2 nd Floor Ballroom B
<i>Building Better Performance through Employee Skill Development</i>	8:15 a.m. – 3:30 p.m.	March 23, 2010	Student Union Bldg	2 nd Floor Ballroom B
<i>Individual Differences & Diversity</i>	8:15 a.m. – 3:30 p.m.	April 13,2010	Student Union Bldg	2 nd Floor Ballroom D
<i>Developing a Motivated Work Group</i>	8:15 a.m. – 3:30 p.m.	April 14,2010	Student Union Bldg	2 nd Floor Ballroom D
<i>Common Myths that Affect Good Supervision</i>	8:15 a.m. – 3:30 p.m.	May 4, 2010	Student Union Bldg	2 nd Floor Ballroom C
<i>Civil Service Essentials for Supervisors</i>	8:15 a.m. – 3:30 p.m.	May 5, 2010	Student Union Bldg	2 nd Floor Ballroom C
<i>Strategies for Supervisory Success</i>	8:15 a.m. – 3:30 p.m.	May 19, 2010	Student Union Bldg	2 nd Floor Ballroom B
<i>Correcting Performance Problems</i>	8:15 a.m. – 11:30 a.m.	June 22, 2010	Airway Science Building	Room 121
<i>Writing Performance Expectations</i>	12:30 p.m. – 3:30 p.m.	June 22, 2010	Airway Science Building	Room 121