

MINERAL AREA COLLEGE PRESENTS
Training for Supervisors/Managers
(Development Dimensions International's (DDI) Leadership Programs)

Supervisory Skills Certificate Program:**

The Mineral Area Training Consortium in conjunction with Mineral Area College is offering a Supervisory Skills Certificate Program for their members. The training consists of one afternoon for five consecutive weeks. This program provides foundational training for leaders at all company levels but specifically addresses first and second levels. Core competencies developed in this training include:

- Building Strategic Working Relationships
- Follow-Up
- Communication
- Developing and Inspiring Others
- Aligning Performance for Success
- Managing Conflict
- Gaining Commitment
- Coaching

Participants will earn a certificate in Supervisory Skills from Mineral Area College after attending the program. In addition, participants may choose to receive one-hour of college credit through Mineral Area College. The following is a list of program modules:

Essentials of Leadership

Teaches basic interaction and feedback skills and introduces leaders to their role as a catalyst who sparks action in others.

Coaching for Success

Teaches basic coaching skills that leaders need to help people take on new tasks or solve problems.

Coaching for Improvement

Builds the skills leaders need to help people with performance and work habit problems.

Managing Performance Problems

Provides leaders with additional skills to reinforce or improve behaviors.

Resolving Conflict

Enables leaders to recognize signs of conflict, assess the conflict, and achieve resolution.

**Four of the five modules have been approved for a total of 14 re-certification credit hours toward SPHR, PHR, and GPHR re-certification through the Human Resource Certification Institute (HRCI.) For more information, visit www.hrci.org.

SESSIONS/LOCATION INFORMATION

Dates: Thursdays, 12:00 – 4:00 p.m., March 8, 15, 22, 29, April 5

Place: Continuing Education Bldg., Mineral Area College Campus, Directions: Take the Park Hills/Leadington Exit off Highway 67. The college is located on the east side of this exit. Turn left onto the college campus. Immediately turn left again. The second building is the Continuing Ed. Bldg. (The US and Missouri flags are in front of this building.)

ENROLLMENT FORM (Enrollment Deadline: February 27)

Cost: \$650 per person, includes all participant books and materials

Send enrollments to Bev Hickam at bhickam@mineralarea.edu. Businesses will be billed direct per number of enrollments. Cancellations accepted through March 5 or substitutes may be sent.

COMPANY: _____

ADDRESS: _____

CONTACT PERSON/PHONE: _____

Name

MO Resident

1. _____

Yes No

2. _____

Yes No

3. _____

Yes No