

GLMC SUPERVISOR TRAINING – PRYOR

Feb 2 to March 30, 2010

NTC Administration Building (across from Expo Building)

Cost: \$165 per person – includes all sessions, materials & lunch on March 30 (Graduation)

#	DATE	TOPIC	INSTRUCTOR
1.	February 2 Tuesday 1—4:30 pm	Team Building	Patrick Tuttle
2.	February 9 Tuesday 1—4:30 pm	Communication Skills <ul style="list-style-type: none"> • Proactive Listening • Getting Your Ideas Across • Clear Written Communication 	TBA
3.	February 16 Tuesday 1—4:30 pm	Workers' Comp & the Supervisor	Gerri Mooney
4.	February 23 Tuesday 1—4:30 pm	Generational Diversity <ul style="list-style-type: none"> • Communicating with all Generations • Breaking Down the Barriers 	Dana Bickford Empowerment Resources
5.	March 2 Tuesday 1—4:30 pm	Fundamentals of Managing <ul style="list-style-type: none"> • Coaching versus Bossing • Dealing with Difficult Employees 	Nancy Kenney Goldenegg Communications
6.	March 9 Tuesday 1—4:30 pm	Intro to Quality <ul style="list-style-type: none"> • What is a Quality System? • What does it mean to your company? • What does it mean to you? 	Angie Schulte Malone's CNC & Machining
7.	March 23 Tuesday 1—4:30 pm	Problem Solving <ul style="list-style-type: none"> • Pareto Analysis • 5 Whys 	Nancy Kenney Goldenegg Communications
8.	March 30 Tuesday 8—4:30 pm	GROUP Plant Tours & Graduation	

LOCATION: NTC Administration Building, Mid Am Industrial Park (918-825-7040)

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