

GLMC SUPERVISOR TRAINING – Morning Session
Northeast Technology Center, Afton Campus

Sept 29 – Nov 17, 2011

19901 S Hwy 69, Afton, OK (1/4 mile North of I-44 on Hwy 69)

Cost: \$165 per person – includes all sessions, materials & lunch on November 17 (Graduation)

#	DATE	TOPIC	INSTRUCTOR
1.	September 29 Thursday 8—11:30 am	Team Building	Patrick Tuttle
2.	October 6 Thursday 8—11:30 am	Communication Skills <ul style="list-style-type: none"> • Proactive Listening • Getting Your Ideas Across • Clear Written Communication 	Dan Chiodo Impact Training
3.	October 13 Thursday 8—11:30	Fundamentals of Managing <ul style="list-style-type: none"> • Coaching versus Bossing • Dealing with Conflict 	Nancy Kenney MSSU
4.	October 27 Thursday 8—11:30 am	Problem Solving <ul style="list-style-type: none"> • 5 Whys • Processing Mapping • Pareto • Cause & Effect Diagram 	Elke Howe, MSSU Industrial Engineering Technology
5.	November 3 Thursday 8—11:30 am	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
6.	November 10 Thursday 8—11:30 am	LEAN in the Workplace <ul style="list-style-type: none"> • Overview of Lean methods and tools • The Supervisors roles in Lean • Team exercises in Lean 	Kevin Hop The Takt Time
7.	November 17	GROUP Plant Tours & Graduation	

LOCATION: NE Technology Center, Afton Campus, 918-257-8324

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