

# Supervisor Development Certificate Program 2012

*Presented by the St. Cloud Area Chamber Business Development Council*

***Proven effective:** A review of pre- and post-tests administered to last year's participants revealed an average improvement in skills and knowledge of 41 percent!*

## **Program Description:**

Enroll your first-time supervisors, those employees you plan to move into the leadership track, or those supervisors who simply need some re-training. You are sure to find that your employees will improve their skills and develop a network of resources that will help them be better supervisors and in turn help you be a better employer.

Effective supervisors must possess many different qualities such as flexibility, adaptability, strong leadership skills and commitment to each goal at hand. Supervisors are often seen as teachers, counselors and mentors.

The Supervisor Development Program at the St. Cloud Area Chamber of Commerce offers seven different courses in seven distinct areas that will give supervisors the necessary tools to become more effective.

In order to receive the Supervisor Development certificate, participants are required to attend six of the seven courses. There are five required courses, and participants choose between one of two elective courses. Participants may miss one class but must make it up the following year to receive a certificate. Those who miss more than one class are not eligible to receive a certificate by making up the course.

## **Courses Offered:**

**Session I: Employment Law -Keeping You and Your Employer Out of Trouble-** Jan. 19, 8 a.m.-noon

**Session II: Hiring for Retention** - Feb. 2, 8-10:30 a.m.

**Session III: Supervising Others - A Team Approach** - Feb. 9, 8 a.m.-noon

**Session IV: Helping Employees Achieve Peak Performance** - Mar. 15, 8-10:30 a.m.

**Session V: Conflict Management** - Apr. 5, 8-11 a.m.

**Electives: Choose one of the following**

**Session VI: Leadership in the Workplace** - Feb. 23, 8 a.m.-noon

**Session VII: Interpersonal Communication Skills for Managers** - April 12, 8 a.m.-noon

All sessions begin at 8 a.m. in the Harold Anderson meeting room at the Chamber of Commerce, 110 6th Ave. S., St. Cloud MN, 56301.

## **Price Information:**

The cost for the entire program is \$325 for members and \$525 for the general public. For more information, call the Chamber office at 251-2940. To register, go online at: <http://events.StCloudAreaChamber.com> or call our registration line at 251-2940, ext. 126.

