Now that you’re a supervisor, you have most likely developed the technical skills required in your field. Your continued success now depends upon the ability to get things accomplished through others. EKU’s supervision program helps develop your interpersonal skills or “people skills” area. The programs are designed to offer a bridge between technical skills and supervising others to increase overall company performance. These classes are helpful for new supervisors, those without formal training, and workers who hope to move into a supervisory role in the future.

EKU plans to kick off the “First Line Supervision Certificate Program” with the 3-day Basic Core Concepts I on August 27, September 3 & 10 in Richmond and August 25, September 1 & 15, 2015 in Corbin. Participants will then select an additional 18 hours (3 days) of elective seminars to complete the Basic Supervision Certificate program. The elective seminars may be taken as part of the Certificate Program, or as a stand-alone professional development activity. The full schedule for Fall, 2015 is included in this brochure.

Graduates may choose to continue on into the Advanced Supervision Certificate Program. The second phase of the program requires the 3-day Advanced Core Concepts II, which is scheduled for December 1, 8 & 15 in Richmond and November 5, 12 & 19, 2015 in Corbin. Participants will then select three additional 18 hours (3 days) of electives to complete the Advanced Supervision Certificate Program.

**Program Benefits**

- The First Line Supervision Certificate program can be used for supervisors at many levels:
  - Experienced on the job but never having benefitted from formal or structured training.
  - New on the job and just getting started.
  - Training to prepare for future openings.
  - Having interest in becoming a supervisor but would like a better understanding of the skill requirements.
- This program provides insight and understanding into the skills, knowledge and techniques demonstrated by successful supervisors.
  - The approach is straight-forward and to the point.
  - The goal is to increase awareness and understanding.
- Most importantly, this program addresses leadership and the need to build relationships with the team the supervisor is leading.
Eastern Kentucky University
Training for Supervisors
Fall, 2015 Class Schedule

Basic
Core Concepts I
Core Concepts I provides participants the opportunity to learn vital skills needed to successfully supervise in today’s ever-changing workplace. This course is based around the following topics: Learning your New Role, Expectations of Supervision, Motivating and Coaching Others, and other critical issues. Participants complete the Myers-Briggs Type Indicator to learn more about themselves and how they make decisions in the workplace. Instructor Larry Palmisano has been leading training at EKU since 2008. He retired with more than 40 years of manufacturing experience, with 20 years as a Plant Manager. Larry has a degree in Industrial Management from the University of Akron.

Advanced
Core Concepts II
Advanced Core Concepts II offers an opportunity for a supervisor to expand the concepts introduced in Core I through detailed examination and case-study experience. Added material includes the performance appraisal process, the changing workplace, legal aspects of supervision, and growing into management. Learn to make your best skills as supervisor become second nature. Instructor Coy J. Brown is an organization & leadership development facilitator specializing in training and development. Coy holds a Masters in Communication from the University of Kentucky as well as a Masters in Human Resource Management & Development from Chapman University in California.

Richmond
- Basic Core Concepts I
  August 27, September 3 & 10
- Effective Team Building
  September 29
- Coaching & Workplace Communication
  October 6
- Accident Prevention
  October 8
- Business Writing
  October 15
- Dealing with Difficult People
  October 21
- Legal Issues
  October 22
- 5 S Training
  October 27
- Managing Stress
  November 3
- Presentation Skills
  November 18 & 19
- Advanced Core Concepts II
  December 1, 8 & 15

Corbin
- Basic Core Concepts I
  August 25, September 1 & 15, 2015
- Creative Problem Solving
  September 24, 2015
- Motivating Employees
  October 8, 2015
- Time Management
  October 22, 2015
- Conflict Management
  October 28, 2015
- Advanced Core Concepts II
  November 5, 12 & 19, 2015
- Sexual Harassment
  December 3, 2015
- Emotional Intelligence
  December 10, 2015

*Visit our website at www.eku.edu/workforce for additional training opportunities.

Manchester
- Dealing with Difficult People
  October 26, 2015
- Coaching & Workplace Communication
  November 9, 2015

Somerset
- Motivating Employees
  September 30, 2015
- Time Management
  October 7, 2015

Classes are 9:00 a.m. to 4:00 p.m.
Course Tuition (includes materials)
- 3 Day Seminar $380
- 2 Day Seminar $300
- 1 Day Seminar $250
- Computer Classes $160

Onsite customized training is available. Call Workforce Development at 859-622-6716 for a free quote or to register today! Visit www.workforce.eku.edu for more information.
Learn how to communicate effectively with people. Effective communication leads to increased workplace organization and effectiveness. Instructor Zella Pearson—please see bio above.

Business Writing
Improve your written communication skills. Instructor Jennifer Napier is a business owner & grant writer with years of experience in workforce training solutions. Jennifer serves as an instructor for EKU, where she also obtained her Masters in Human Services.

Coaching & Workplace Communication
Assess employees' development needs and respond with appropriate leadership style. Instructor Jennifer Napier—please see bio above.

Conflict Management
Use communication skills to defuse conflict and solve problems. Instructor Coy J. Brown—please see bio on previous page.

Creative Problem Solving
Learn how to effectively apply creative techniques for problem solving while capitalizing on your own creative talents. Instructor Kathy Werking has faculty experience at University of Louisville, EKU, and the Kentucky Dept. for Criminal Justice Training. Kathy holds a Ph.D. in Interpersonal Communication from Purdue University in Indiana.

Dealing with Difficult People
This course emphasizes communication and flexible thinking as key methods of dealing with difficult people. Instructor Kathy Werking—please see bio above.

Effective Team Building
Learn the practical framework required for building teams within a work unit. Instructor Virgil Grant recently developed an online curriculum for EKU in conjunction with Kentucky Teleworks focused on effective communication in the workplace. Virgil holds a Doctor of Ministry from Columbia Biblical Seminary in South Carolina.

Embracing your Emotional Intelligence
Understand how aware you are of your emotions as well as those of others, how to deal with negative emotions, and how to utilize positive emotions to improve performance. Instructor Joel DiGirolamo has over 30 years of staff & management experience in Fortune 500 companies. Joel is the author of the award-winning books Leading Team Alpha and Yoga in No Time at All and holds a Masters in Business Administration as well as a Masters in Psychology.

Interpersonal Communication
Learn how to communicate effectively with people. Effective communication leads to increased efficiency and effectiveness of workers. Instructor Gary Davis has more than 30 years experience providing services which impact at-risk children and adults. In addition to being an adjunct faculty member at EKU, he has been involved in the development of traditional and on-line courses at the university.

Legal Issues for Supervisors
Explore legal aspects and obligations of being a supervisor. Instructor Kacey Coleman has practiced law for over 20 years with her primary emphasis in the area of employment law. Kacey holds a J.D. from the University of Kentucky.

Managing Stress
Learn what causes stress, its effect on behavior, physical and mental health, and ways to alleviate stress. Instructor Joel DiGirolamo—please see bio above.

Motivating Employees
Learn practical leadership skills to increase employee motivation and performance. Instructor Zella Pearson is a trainer for business and industry. Zella holds a Bachelors Degree from the University of Kentucky as well as a Masters in Education from EKU.

Presentation Skills
This two-day seminar provides the opportunity to develop your presentation style in a safe environment. Instructor Kathy Werking—please see bio above.

Sexual Harassment
Led by a practicing attorney “policy to prosecution”...current issues that supervisors need to know for today's workplace. Instructor Kacey Coleman—please see bio above.

Time Management
Designed for anyone who wants to do a better job managing their time—both in the workplace and at home. Instructor Virgil Grant—please see bio above.

5 S Training
Focuses on how to Sort, Store, Shine, Standardize & Sustain work procedures to increase workplace organization and effectiveness. Instructor Zella Pearson—please see bio above.

Elective Options:

- Accident Prevention
  Highlights practical approaches to promote safety and prevent accidents in the workplace. Instructor James Bastin serves as the Asst. Chief of Operations for the Bluegrass Army Depot. He has taught OSHA training at EKU since 2011 and holds a Bachelors in Fire & Safety Engineering.

- Business Writing
  Improve your written communication skills. Instructor Jennifer Napier is a business owner & grant writer with years of experience in workforce training solutions. Jennifer serves as an instructor for EKU, where she also obtained her Masters in Human Services.

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Microsoft 2013

Computer Classes (only one computer class may count toward each certificate).

- Excel Basic/Intermediate/Advanced
- PowerPoint Basic
- Word Basic/Intermediate/Advanced

Register Now for Richmond Classes

Word 2013 Basic
September 18

Excel 2013 Basic
September 25

PowerPoint 2013 Basic
November 6

Excel 2013 Intermediate
November 13

Excel 2013 Advanced
December 11

Register Now for Corbin Classes

PowerPoint 2013 Basic
September 11, 2015

Word 2013 Basic
November 6, 2015

Excel 2013 Basic
November 20, 2015

Excel 2013 Intermediate
December 4, 2015

Excel 2013 Advanced
December 18, 2015

Call 859-622-6716 for additional registration information.
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Classes Offered At:

EKU Richmond Campus
Perkins Building
521 Lancaster Avenue
Richmond, KY 40475

EKU Corbin Campus
Corbin By-pass/Hwy 3041
One Pennington Way
Corbin, KY 40701

EKU Manchester Campus
50 University Drive
Manchester, KY 40962

EKU Somerset Campus
46 Turpen Court
Somerset, KY 42503