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.**

### 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.

### Course Tuition (includes materials)
- 3 Day Seminar $380
- 2 Day Seminar $300
- 1 Day Seminar $250
- Computer Classes $160

### Classes are 9:00 a.m. to 4:00 p.m.

**Richmond**
- Basic Core Concepts I
  - August 25, September 1 & 15, 2015
- Effective Team Building
  - September 29
- Coaching & Workplace Communication
  - October 6
- Accident Prevention
  - October 21
- Business Writing
  - October 15
- Dealing with Difficult People
  - November 3
- Legal Issues
  - October 22
- 5 S Training
  - October 27
- Managing Stress
  - 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

**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

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

- **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.

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
Excel 2013 Basic: November 6, 2015
Excel 2013 Intermediate: December 4, 2015
Excel 2013 Advanced: December 18, 2015

Call 859-622-6716 for additional registration information.
Eastern Kentucky University is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age (40 and over), race, color, religion, sex, sexual orientation, disability, national origin, veteran status, or genetic information in the admission to, or participation in, any educational program or activity (e.g., athletics, academics and housing) which it conducts, or in any employment policy or practice. Any complaint arising by reason of alleged discrimination should be directed to the Equal Opportunity Office, Eastern Kentucky University, Jones Building, Room 106, Coates CPO 37A, Richmond, Kentucky 40475-3102, (859) 622-8020 (V/TDD), or the Assistant Secretary for Civil Rights, U.S. Department of Education, Office for Civil Rights, Lyndon Baines Johnson Department of Education Building, 400 Maryland Avenue, SW, Washington, DC. 20202 1-800-421-3481(V), 1-800-877-8339(TDD).

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