

EMPLOYERS ASSOCIATION OF SOUTH CAROLINA



Introduction to Supervision

This two-day workshop recognizes the importance of having well trained supervisors and lead workers to direct and facilitate actions necessary to bring about a high level of efficiency.

April 15-16 or July 22-23 or September 30- October 1, 2008

INTRODUCTION TO SUPERVISION

This two-day workshop recognizes the importance of having well trained supervisors and lead workers to direct and facilitate actions necessary to bring about a high level of efficiency and effectiveness in the workplace. Basic supervisory skills are the focus of this program which includes units on identifying different work styles to employee motivation; identifying supervisory styles and adjusting them to meet the needs of the employees; effective delegation; coaching employees in goal setting to fit their jobs; dealing with “challenging” employees; time management; and resolving conflicts between employees.

Program Leaders: Bill Ripley - *Bill is management trainer with over 40 year’s experience in staff development and training design. He conducts education training seminars in management development and team building on state and national levels.*



**EMPLOYERS ASSOCIATION
OF SOUTH CAROLINA**

P.O. Box 9204 • Columbia, SC 29290
Change Service Requested

PRSR STD
US POSTAGE
P-A-I-D
COLUMBIA SC
PERMIT # 487

INTRODUCTION TO SUPERVISION

8:30 AM Registration | 9:00 AM - 4:00 PM

By Mail: PO Box 9204 | Columbia, SC 29290 | By Phone: 803.783.0368 | By Fax: 803.783.3216 | e-mail: info@eascinc.com

EASC TRAINING ROOM | 919 TRUE STREET #D, COLUMBIA, SC 29209

April 15-16 or July 22-23 or September 30-10/1/08

Price \$430.00 | EASC Members receive a 15% discount

COMPANY _____ MAILING ADDRESS _____

CITY, STATE, ZIP _____

PHONE _____ E-MAIL _____

NAME _____

NAME _____

PAYMENT INFORMATION: OUR FEDERAL ID: 57-0845061

CK. ENCLOSED: \$ _____ BILL COMPANY: _____

P.O.# _____ CHARGE: VISA MC CARD# _____

Ex.Date: _____ PRINT NAME: _____

Cancellation and No-Show Policy: A full refund will be given for cancellations prior to four (4) working days before the scheduled program. The entire fee will apply to “No Shows”. Substitutions may be made at anytime.