



Certificate of



Supervision & Communication

Kent State Trumbull is offering a certificate program focusing on supervision and management. Regardless of what industry you work in, this training will help you connect with your employees, be a more effective communicator, improve your delegation skills, and assist you with creating a more successful work environment.

Students may attend one or all the classes below, however attendance at all three classes is required to earn the Certificate of Supervision and Communication from Kent State Trumbull. All classes will be held 8:30 am—12:30 pm on the Kent State Trumbull campus. *(note: all classes will be offered again in Fall 2016)*

- ◆ **Effective Communication Skills: Apr. 13, 2016** **\$325 / person**
 - Understand communication styles using DiSC profile *(online questionnaire will be completed prior to class)*
 - Learn how effective communication provides power to achieve success
 - Understand how good communication skills relate to credibility
- ◆ **Journey to Management: Making the Transition from Peer to Supervisor: Apr. 14, 2016** **\$250 / person**
 - Understand how to transition from friend to boss
 - Learn how to set expectations
- ◆ **Getting Results Through People: May 19, 2016** **\$250 / person**
 - Understand the difference between motivation, delegation, and accountability
 - Learn how to manage difficult behaviors and give effective feedback

Register for all 3 classes for only \$750!!

Group Discounts Available.

For additional information or to register, please call (330) 675-8809 or email madkin12@kent.edu

Registration is due Friday, Apr. 1, 2016