



## 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.

### ◆ *Effective Communication Skills*

*Sep. 26, 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*

*Sep. 29, 2016*

**\$250 / person**

- Understand how to transition from friend to boss
- Learn how to set expectations

### ◆ *Getting Results Through People*

*Oct. 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](mailto:madkin12@kent.edu)***

***Registration is due one week prior to class start date.***