

# Improving Supervisor Skills

April 2, 2019

8:30 a.m.-3:00 p.m. in Winfield

Wichita State-Center for Management Development

~~WSU Campus price~~  
\$249

Only \$150

## Hosted by Cowley First

**REGISTRATION  
REQUIRED** by calling  
(620) 221-9951 or  
442-3094 or email  
[cowleyfirst@cowleycounty.org](mailto:cowleyfirst@cowleycounty.org)

**Limited seating!  
DEADLINE TO REGISTER  
March 18.**

**Location: Winfield Chamber  
of Commerce  
123 E 9th, Winfield**

**Complete class  
outline and detailed info at  
[www.cowleyfirst.com](http://www.cowleyfirst.com)**

**CLASS MAX SIZE 40  
& Minimum 25**

**Lunch provided**

Presented by Dr. Gerald Graham  
WSU-Center for Management Development

### **Supervisory Skills**

This very popular seminar is designed for newly promoted supervisors, soon to be promoted team leaders and managers that find it necessary to get work done through their employees. Experienced supervisors should attend to review and update their skills.

### **OUTLINE:**

- What Does a Supervisor Do?
- Establishing Objectives
- Improving the Art of Delegation
- Problems in Communication
- What Motivates Employees?
- Employee Discipline
- Improving Leadership Ability

