

MU Extension Northwest Region Supervisory Certificate Series



Looking to help employees promote or become better supervisors? Want to improve your own leadership skills and improve your career opportunities? University of Missouri Extension in northwest Missouri has an opportunity to help businesses and employees enhance the supervisory and leadership skills within their organizations through a series of educational programs.

When:

Wednesdays, September 6th—September 27th, 2017

Where:

BTC Bank
400 US Business 36, Chillicothe, MO

Registration for sessions:

For Chillicothe, call the MU Extension Office in Livingston County at 660-646-0811 or email livingstonco@missouri.edu

For more information, visit the following website:

<http://extension.missouri.edu/nwregion>, Regional Supervisory Certificate Series, or contact Jessica Trussell at 660-646-0811 or trusselljl@missouri.edu.

Session Information:

Building Effective Relationships

(Session 1—full day) - 9 a.m.-4 p.m.
-Chillicothe, Wednesday, September 6

Your Legal Responsibilities

(Session 2—½ day) - 9 a.m.-noon
-Chillicothe, Wednesday, September 13

Communicating Successfully

(Session 3—½ day) - 1 p.m.-4 p.m.
-Chillicothe, Wednesday, September 13

Leading High-Perform. Teams

(Session 4—½ day) - 9 a.m.-noon
-Chillicothe, Wednesday, September 20

Guiding Conflict Resolution

(Session 5—½ day) - 1 p.m.-4 p.m.
-Chillicothe, Wednesday, September 20

Coaching Employees

(Session 6—full day) - 9 a.m.-4 p.m.
-Chillicothe, Wednesday, September 27

Course Fees:

Supervisory Certificate
(all 6 sessions): \$875
1 full-day session: \$280
1 half-day session: \$140

If you need accommodations because of a disability, need to relay emergency medical information or need special arrangements if the building is evacuated please contact Cindy Wells (816-279-1691) two weeks prior to the event.