



THE OHIO STATE UNIVERSITY
COLLEGE OF FOOD, AGRICULTURAL,
AND ENVIRONMENTAL SCIENCES

**The Ohio State University – Wooster Campus
Business Training & Educational Services**

LIVE ONLINE

Wednesdays Sept 16th – Nov 4th 1 pm – 5 pm

Virtual Supervisor's Toolbox Certificate Program

The Right Tools for the Right Time!



The Supervisor's Toolbox includes:

Laying the Foundation for Success as a Supervisor

- Transitioning to Supervision: Roles & Responsibilities of a Supervisor
- Understanding & Adapting Your Style to Get Results with DiSC®
- Managing Time & Priorities
- Dealing with Difficult People & Conflict Resolution

Building Positive & Effective Relationships at Work

- Polished & Professional Communication
- Motivating & Retaining Employees
- Coaching Employees for Peak Performance
- Setting Expectations/Giving & Receiving Feedback

Location: Live Online via Zoom

Investment: \$1350.00 • **Details:** 8 sessions

Contact information: Zac Burkey – burkey.56@osu.edu

To register: ati.osu.edu/supertoolbox (Deadline to register is September 1, 2020)

CEUs Available

CFAES

Business Training & Educational Services

Shisler Center

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