Business Training & Educational Services
Helping people and businesses succeed

REGISTRATION
Laying the Foundation for Success as a Supervisor
- Transitioning to Supervision: Roles & Responsibilities of a Supervisor
- Managing Time & Priorities
- Understanding & Adapting Your Style to Get Results (with DiSC®)
- Polished & Professional Communication

Building Positive & Effective Relationships at Work
- Motivating & Retaining Employees
- Setting Expectations/Giving & Receiving Feedback
- Coaching Employees for Peak Performance
- Dealing with Difficult People & Conflict Resolution

When: Wednesdays, March 29 - May 17, 2017  Time: 8:00 AM – 12:00 PM
Where: Shisler Conference Center, on the OARDC campus, 1680 Madison Ave., Wooster, OH
Investment: $1295 – Includes all 8 sessions, participant materials, DiSC® assessment and individual report, Time Mastery assessment and individual report

Registration Information
Name (PLEASE PRINT) ____________________________________________________________
Job Title & Company ____________________________________________________________
Company Address ________________________________________________________________
Company City, State & Zip ________________________________________________________
Cell Phone _____________________________ Email Address ___________________________

What is the best way to contact you in case of a class cancellation?  □ cell phone  □ email  □ other _____________________________

How did you hear about this program?  □ flyer  □ email  □ ad  □ other _____________________________

Method of Payment
□ Check made payable to Ohio State University  □ Company PO # _________________________
□ Credit card (We can only accept credit card information in person, by phone or by US mail.)
To request accommodations for a disability or for special dietary needs, please describe here: ________________________________________________________________

Refund Policy: A 100% refund less $50 processing fee, will be available only if Ohio State ATI is notified before March 20, 2017. No refund after this date. In the event of insufficient enrollment, it may be necessary to cancel a course. If so, you will be notified in advance and receive a full refund of fees.

All educational programs conducted by The Ohio State University College of Food, Agricultural, and Environmental Sciences are available to clientele on a nondiscriminatory basis without regard to race, color, creed, religion, sexual orientation, national origin, gender, age, disability, or Vietnam-era veteran status.

Effective January 1, 2014, The Ohio State University campuses are tobacco free.