The Supervisor's Toolbox

REGISTRATION
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

When: Wednesdays, March 28 - May 16, 2018
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 14, 2018. 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.