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
- Polished & Professional Communication

Building Positive & Effective Relationships at Work
- Evaluating Effectively and Giving Constructive Feedback
- Coaching & Motivating Employees for Peak Performance
- Dealing with Difficult People & Conflict Resolution
- Goal Setting: Developing SMART and Effective Goals

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, and graduation lunch November 19

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 __________________________

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: __________________________

Fax to: 330-287-7593                      Mail to: Ohio State ATI
                                                Business Training & Educational Services
                                                Shisler Conference Center
                                                1625 Wilson Road
                                                Wooster, OH 44691

Phone: 330-287-7511                      Email: Burkey.56@osu.edu

Refund Policy: A 100% refund less $50 processing fee, will be available only if Ohio State ATI is notified before September 12, 2014. 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.