

**Turnover a Problem?
Conflict Resolution? Are you up to
speed on the latest FMLA and
Employment laws?**

SEND YOUR SUPERVISORS TO BOOT CAMP!

**To date, 29 different companies
have invested over \$87,000 in this
program. They value what their
graduates have learned and applied
at their companies!**



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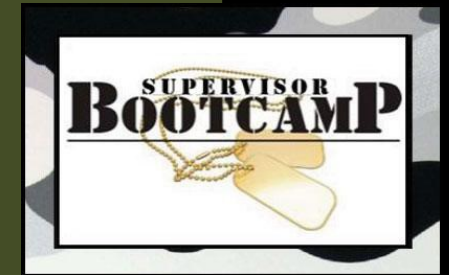
Supervisor Boot Camp is brought to you by the
Crawford Partnership
for Education and Economic Development and
Crawford: 20/20 Vision's Business Success & Job
Availability Action Team.

For registration information, contact us!

partnership@crawford-co.org

419-563-1809

www.crawford2020.com



BASIC TRAINING TO ADVANCE THE SKILLS OF THE FRONTLINE SUPERVISOR



Six interactive, full-day sessions geared to help Crawford County Supervisors become more effective in their work environment.



Day 1: Employment Law

- ◆ Overview of Discrimination/ Harassment Laws, Recognizing FMLA/ ADA/FLSA Issues, Retaliation/ Whistleblowing Issues, Careful Communication, Investigations/ Witness Interviews/ Recordkeeping/Documentation, Performance reviews/Coaching/ Discipline, Interviewing/Hiring, Social Media

Day 2: Communication & Motivation

- ◆ Effective Communication, Behavior Defined, Generational Difference and Motivation

Day 3: Time & Change Management

- ◆ Basics of Time Management, Setting Priorities, Time Management Techniques, Avoiding Wasted Time/ Utilization, Change

Day 4: Taking Corrective Action

- ◆ Team Development, Problem Definitions, Data Collection, Root Cause Analysis

Day 5: Coaching Skills for Leaders

- ◆ Observing Behavior, Giving Effective Feedback, Guiding Others, Listening, Coaching

Day 6: Conflict Resolution

- ◆ Causes of Conflict, Types of Conflict, Ways to Resolve Conflict, **Graduation Lunch**

Classes are held once a week from 8 a.m.—4 p.m.* at the Crawford Success Center, 130 S. Walnut St., Bucyrus. Check www.crawford2020.com for session dates!



Tuition

\$650 per Supervisor*— includes materials, lunch, beverages, snacks and a light breakfast each week. *Discounts are provided to Crawford: 20/20 Vision Investors.*



Graduation

All participants who complete the entire program will receive:

- ◆ Graduation Certificate and 5x7 Class Photo
- ◆ Supervisor Boot Camp T-Shirt

**tuition rates subject to change*

