
STYLES & STRATEGIES TO SUPERVISE EFFECTIVELY

Bring out the best in your employees

HOW MANY OF THESE SKILLS DO YOU HAVE AND HOW MANY ARE YOU USING?

PROGRAM AGENDA

1

The role of the supervisor

- Become a leader instead of a boss
- Avoid the most common pitfalls of the new or untrained supervisor
- Assess behavioral styles to build better workplace relationships and improve team conduct

2

Getting it all done

- Practice these prioritization strategies to organize tasks and manage time wisely
- Create solutions to scheduling conflicts and interruptions
- Learn basic project management skills every supervisor needs to know
- Utilize effective delegation methods to empower your team

3

Building an A+ team

- Select, hire and nurture superstars
- Review motivators and demotivators
- Learn tips for new recruits and established employees
- Deliver performance appraisals as a positive motivational tool
- Practice the coaching model — an effective tool for teaching new skills or improving performance

The challenges of change

- Learn the “3 Cs” of change: Constant, Cyclic and Cumulative
- Help your people through the basic change cycle
- Practice specific techniques to gain support for change
- Use one-on-one coaching to strengthen weak spots
- Encourage employees to gain control of their destinies

Attention: Senior-Level Management

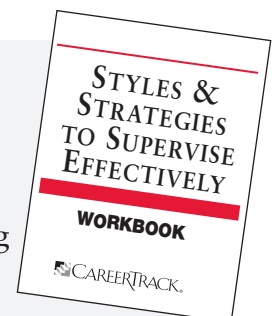
This seminar is a good way to ensure your employees’ supervisory styles and strategies are in sync with what today’s work force really wants and needs. Whether your supervisory personnel are new, up-and-coming or veteran leaders, this training offers a wealth of skills and insights they can begin applying to work situations as soon as they return to the office.

When you offer your staff members training in their fields, you are sending a clear message saying you care about and support their career growth. This boot camp will also boost morale, enthusiasm and productivity in ways no amount of money can buy. Plus, they’ll definitely learn valuable information that will make your life easier in the long run ... and who doesn’t want that?

Buy in bulk and get a great deal! So send your entire team — you’ll be glad you did.

Your free workbook makes sure none of this training escapes you!

Your comprehensive workbook summarizes all of the key points covered in the seminar. It simplifies note taking, makes following along easy and will serve as a useful memory refresher and idea source. You’ll never get befuddled or steer off-course because this nifty little training guide will always be there to help.



WHY THIS PROGRAM WILL HELP YOU BE A BETTER SUPERVISOR

You're on the spot, every day. Ultimately, you're accountable. Your success is measured in terms of the way your employees perform. You have to make sure that:

- Deadlines and budgets are met
- Employees work as a team
- Upper management is satisfied

Clearly, you have a tough job. That's why you won't want to miss this seminar. You'll learn new ways to:

BE A SUPPORTIVE COACH

Tune in to your employees' needs and delegate projects based on their strengths and weaknesses.

CORRECT POOR PERFORMANCE

Learn the psychology of motivating people.
You'll be able to correct negative behavior gently for long-term change.

BRING OUT THE BEST IN YOUR EMPLOYEES

Help them grow so they'll contribute more and feel better about themselves. You'll *all* enjoy your workplace more — and find greater satisfaction in working together.

NOT SURE WHETHER TO ATTEND? LET US ADDRESS YOUR CONCERNS

Will my managers approve it?

They'll benefit by having a better trained and more respected supervisor. When you make your request to attend, show them this brochure (particularly the points on pages 2 and 3).

Will I learn anything new?

You'll learn a lot. Supervision is not something you just pick up as you go. This seminar is focused on helping you solve supervision problems quickly. The skills you learn will save you countless hours in the future.

Will I be bored?

Not at a CareerTrack training seminar! Our trainers create lively learning environments and earn an average audience rating of over 9.0 on a 10-point scale.

What if I try it and don't like it?

If you realize the program is not for you, just let us know — we'll send you a full refund. Fair enough? See our guarantee below for details. Registration information appears on page 6.

Guaranteed Results

All of our seminars are **100% SATISFACTION GUARANTEED!** We're confident this seminar will provide you with the supervisory and leadership skills you need to bring out the best in your employees. If for any reason you are dissatisfied, send us a letter (Attn: Customer Relations) within 30 days of your seminar attendance stating the reason you were not satisfied, and we'll arrange for you to attend another one of our seminars or receive a free refund — *hassle-free*.

Are you a supervisor now? Have you recently been promoted or moving up to supervisory status soon?

Whether you've been in the trenches or are just starting to supervise others, this training provides a wealth of ideas, techniques and tools to help you manage people and projects effectively.

REGISTER TODAY!
www.careertrack.com

REGISTRATION INFORMATION

Enroll Today! Hurry, our seats fill *fast*. Guarantee your enrollment by paying your tuition today. You will receive a confirmation once your registration is complete. **Payment is due before the program.**

Save

Quick Confirmation! To receive your confirmation within 48 hours, please complete the Quick Confirmation section of the registration form. Be sure to provide us with your email address and/or fax number.

Onsite Training Solutions

GET THE RESULTS YOU'RE LOOKING FOR!

Bring our powerful, high-impact training programs to your organization and show your employees you're serious about their professional growth and achieving critical organizational goals and objectives.

CHOOSE FROM OVER 150 COURSES!

From management development to customer service, our comprehensive library of courses provides a learning experience that is engaging, interesting and intriguing!

TAILOR THE TRAINING TO MEET YOUR SPECIFIC NEEDS!

We'll help you choose the appropriate courses for your organization and tailor each one to address your specific goals, issues and scheduling concerns.

MAXIMIZE YOUR TRAINING BUDGET!

Onsite Training allows you to train work groups, teams and entire departments for less than the cost of traditional public seminars or other training options.

Give your staff the skills, knowledge and confidence they need to meet tough workplace challenges head-on, realize their full potential and perform at their peak.

For a free consultation,
visit us online at
careertrack.com/onsite
or call us at
1-800-944-8503

CANCELLATIONS AND SUBSTITUTIONS

You may cancel your registration up to 10 business days before the program, and we will refund your tuition less a nominal cancellation fee. Substitutions and transfers may be made at any time to another program of your choice scheduled within 12 months of your original event. Please note, if you do not cancel and do not attend, you are still responsible for payment.

PLEASE NOTE

- ▶ You will be notified by email, fax and/or mail if any changes are made to your scheduled program (i.e., date, venue, city or cancellation).
- ▶ Walk-in registrations will be accepted as space allows.
- ▶ For seminar age requirements, please visit <http://www.careertrack.com/faq.asp#agerequirements>.
- ▶ Please, no audio or video recording.
- ▶ You will receive a Certificate of Attendance at the end of the program.

TAX-EXEMPT ORGANIZATIONS

If you are tax-exempt, enter your tax-exempt number in Section 6 on the Registration Form. Please mail or fax a copy of your Tax-Exempt Certificate with your registration for payment processing.


TAX DEDUCTION

If the purpose of attending a CareerTrack program is to help you maintain or improve skills related to employment or business, expenses related to the program may be tax-deductible according to I.R.C Reg. 1.162-5. Please consult your tax adviser.

CONTINUING EDUCATION UNITS (CEUs)

CareerTrack offers CEU credits based on program length and completion. Credits are issued according to the National Task Force for Continuing Education guidelines and approval is at the discretion of your licensing board. **Questions or concerns should be directed to your professional licensing board or agency.**

CONTINUING PROFESSIONAL EDUCATION (CPE)

 Fred Pryor Seminars and CareerTrack are registered with the National Association of State Boards of Accountancy (NASBA) as a sponsor of continuing professional education on the National Registry of CPE Sponsors. State boards of accountancy have final authority on the acceptance of individual courses for CPE credit. Complaints regarding registered sponsors may be submitted to the National Registry of CPE Sponsors through its website: www.learningmarket.org. Fred Pryor Seminars and CareerTrack's Sponsor ID number is 109474. This course qualifies for 6 CPE credits.

COMPLETION & CONTINUING EDUCATION CERTIFICATES

To obtain a certificate documenting your completion and/or CEU or CPE credits, please visit www.careertrack.com/certificate. Certificates will be available 10 days after your event has ended.

Register Today for *Styles & Strategies to Supervise Effectively!*

events.careertrack.com

Call 1-800-556-3009 • Fax to 913-967-8847 • Mail your registration form!

1 **YES!** Please register me for the one-day, *Styles and Strategies to Supervise Effectively* seminar indicated in Section 5. Group discounts available; see page 6 for details.

ID#
911594

2 **IMPORTANT!** Please fill in VIP number as it appears on the address label.

VIP _____ (_____)
if available

3 **ORGANIZATION INFORMATION**

Organization: _____

Address: _____

City: _____ St: _____ ZIP: _____

Tele: _____ Fax: _____

Mr. Ms.

Approving Mgr's Name: _____

Job Title: _____

Email Address: _____ Business Home

4 **QUICK CONFIRMATION**

Please email or fax my confirmation to me within 48 hours.

My email address or fax number is: _____

5 **NAMES OF ATTENDEES** (Please list additional names on a separate sheet.)

#1 Attendee's Name
Mr. _____ Ms. _____

Job Title _____ Event # _____

Email Address: _____ Business Home

#2 Attendee's Name
Mr. _____ Ms. _____

Job Title _____ Event # _____

Email Address: _____ Business Home

6 **METHOD OF PAYMENT** (Payment is due before the program.)

Please make checks payable to CareerTrack and return form to: P.O. Box 219468, Kansas City, MO 64121-9468. Our federal ID# is 43-1830400 (FEIN).

Please add applicable state and local tax to your payment for programs held in Hawaii (4.16%), South Dakota (6.5%) and West Virginia (6%).

Total amount due: \$ _____

Check # _____ (payable to **CareerTrack**) is enclosed.

Bill my organization. Attn: _____

Purchase order # _____ is enclosed. (Attach purchase order to completed registration form.)

Charge to: AmEx Discover MC Visa

MO. _____ YR. _____
EXPIRATION DATE

CARD NUMBER _____

Card Holder's Name _____

Tax-Exempt # _____

Please attach a copy of your Tax-Exempt Certificate for payment processing.

Note: If you've already registered by phone, by fax or online, please do not return this form.

ENROLL TODAY!



PHONE
1-800-556-3009



ONLINE
www.careertrack.com



FAX
913-967-8847



MAIL
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Your VIP # is WINQ



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a division of Pryor Learning

To update your contact information, see page 6.



PLEASE ROUTE TO:

- President/Owner
- Operations director
- Human resources director
- Sales manager
- _____

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1-800-556-3009



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