



Supervision Technical Diploma Grant Courses

3 credits each course

Courses run September 2016 thru May 2017

Possible Training Venues: Wausau, Medford, Phillips, Antigo, Wittenberg

Each course meets six times (4 hours each time) with majority of work done **in class** over a six-week period. There are no traditional exams and all activities are open book. Participants are assessed (i.e. graded) based on their ability to demonstrate competencies. Project work will be worked-based and applicable to the job for optimum ROI. Courses can be taken individually or as a series to earn the Supervision Technical Diploma.

Course 1: Team Building and Problem Solving (3 credits)

In Team Building and Problem Solving, the learner applies the skills and tools necessary to facilitate problem solving in a team environment. Each learner will demonstrate the application of the benefits and challenges of group work, necessary roles in a team, stages of team development, different approaches to problem solving, consensus, a systematic process of problem definition, data acquisition, analysis, developing alternative solutions, solution implementation, and evaluation.

Cost: \$352 per person (\$703 w/o grant) includes books and materials

Course 2: Essential Skills for Supervisors (3 credits)

In this course, learners apply the skills and tools necessary to effectively manage time, prioritize activities, delegate tasks, manage stress, communicate assertively and handle other related challenges in the business environment. Each learner will: demonstrate the application of successful time management techniques, exhibit personal planning, practice continuous learning, carry out confident and respectful communication while delegating tasks and responsibilities and perform successful stress management techniques.

Cost: \$232 per person (\$464 w/o grant) includes books and materials

Course 3: Supervision and Management Skills (3 credits)

In Supervision and Management Skills, learners gain knowledge and develop the expertise necessary to apply the tools needed to perform essential supervisory and managerial functions. Learners will develop the ability to provide timely and constructive feedback, evaluate and improve performance.

Cost: \$352 per person (\$703 w/o grant) includes books and materials

Please advise if you wish to have your own in house section(s) or a certain number of employees attend a multi business consortium at one of the NTC campuses near you.

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