

# Supervision Grant Courses

*Offered at NTC's Wausau Campus - Center for Business & Industry*

Each course meets only three to six times (4 hours each time) with majority of work done **online** 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)

**Meeting Dates: Oct. 4, Oct. 18 & Nov. 8 - 8:00 a.m. - 12:00 p.m.**

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 without grant) includes books and materials

## Course 2: Essential Skills for Supervisors (3 credits)

**Meeting Dates To Be Determined**

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 without grant) includes books and materials

## Course 3: Supervision and Management Skills (3 credits)

**Meeting Dates To Be Determined**

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 without grant) includes books and materials

**TO REGISTER** Please let us know approximately how many participants you would like to send to which courses by Sept. 30, 2016. If you are interested in any of the courses listed, please contact Maggie Coakley at [coakley@ntc.edu](mailto:coakley@ntc.edu) or 715.803.1033.