

Businesses seek individuals who can step up and assume supervisory and leadership roles. Learn how to comfortably fulfill the expectations of these positions. Take classes individually or all classes to complete the certificate.

BC3 Main Campus 8:00 a.m. to 12:00 p.m. \$80 per course

## **Enroll Now!**

Visit bc3.edu/business-training

## **8 COURSE PROGRAM**

9/10	Human Behavior & Interpersonal Skills
9/17	Skills of Supervision
- 10 1	

9/24 Managing Time & Stress

10/1 Problem Solving, Decision Making & Creativity

10/8 Motivating Employees

10/15 The Supervisor as a Leader

10/22 Managing Conflict & Change

10/29 Ethics / Appraising & Rewarding Performance

## **Contact**

BUTLER COUNTY COMMUNITY COLLEGE

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