

Seneca Center, in partnership with Chabot Las Positas Community College District and Alameda County present:

The Management Training Series

Presented by
Diana Middleton

The following topics will be discussed during this series:

- The Skills of a Supervisor
- Developing a Personal Management Style
- Successful Supervision
- Coaching and Counseling
- Problem Employees
- Conflict Resolution
- Terminations
- Performance Evaluations
- Hiring and Retention
- Motivation and Inspiration

This four-day course gives managers the skills necessary to be an effective supervisor. The course progresses from self-evaluation and self-management skills to understanding others, and finally covers successful supervision of others. Participants who complete this training will come away with many specific tools and techniques they can use to manage more effectively.

Dates and Times:	Monday, November 26, 2007	10:00 AM – 4:00 PM
	Monday, December 3, 2007	10:00 AM – 4:00 PM
	Monday, December 10, 2007	10:00 AM – 4:00 PM
	Monday, December 17, 2007	10:00 AM – 4:00 PM

Location: Zocalo Coffeehouse
645 Bancroft, San Leandro, CA 94577

CEU Units: This course has been approved for **24 GHA CEU** hours for Seneca Center (Vendor Approval Number 1000516-730-2) by CDSS, Administrator Certification Section.

Cost: There is no cost to attend the training, which is underwritten by Title IV-E training funds. Notice of cancellation is required or a \$25 no-show fee will be assessed.

Also! Seneca Center provides an ongoing series of GHA Seminars on management and other topics, all available for GHA CEU units. Go to our website at www.senecacenter.org to find out more!

REGISTER ONLINE AT WWW.SENECACENTER.ORG!
Please call (510) 317-1446, ext. 411 with any questions.