

Vernon Campus
4400 College Drive
Vernon, TX 76384
940.552.6291

Century City Center
4105 Maplewood Ave.
Wichita Falls, TX 76308
940.696.8752

Skills Training Center
2813 Central Expressway E
Wichita Falls, TX 76302
940.766.3369

Sheppard Learning Center
426 5th Avenue, Suite 8
Sheppard AFB, TX 76311
940.855.2203

Seymour Learning Center
200 Stadium Drive
Seymour, TX 76380
940.889.3133

SUPERVISORS' BOOT CAMP

With



Got employees? We can help!

Thursday, October 12, 2017

8:30 AM 4:30 PM

\$99.00

(discount if 2 or more from same company)

**VERNON COLLEGE CENTURY CITY CENTER
4105 MAPLEWOOD AVE
WICHITA FALLS, TX**

Penny Miller with Venture HRO LLC presents a crash course in supervision, designed to teach supervisors how to handle the many difficult and common situations they will encounter with employees on a daily basis.

Seminar topics include:

- Moving from Peer to Supervisor
- Supervisory Roles and Liability
- Employment Law Basics for Supervisors, including:
 - Fair Labor Standards Act (Wage and Hour)
 - Family Medical Leave Act
- Equal Employment Opportunity and Sexual Harassment
- Basic Interviewing Do's and Don'ts
- Conducting Performance Feedback
- Disciplinary Actions
- Lawful Terminations
- Supervisor's Role in Handling Unemployment Claims
- Effective Meeting Management
- Bargaining Rights for Non-Union Employee



For more information contact:

**Vernon College Continuing Education
4105 Maplewood Ave
Wichita Falls, TX 76308
tbaker@vernoncollege.edu
940-696-8752 ext 3213**

Trainer: Penny Miller, SHRM-CP, SPHR, CEBS