

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!

**Tuesday, October 2, 2018**

**8:30 AM 4:30 PM**

**\$99.00**

**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  
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[tbaker@vernoncollege.edu](mailto:tbaker@vernoncollege.edu)  
940-696-8752 ext 3213

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