

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

Seymour Learning Center  
200 Stadium Drive  
Seymour, TX 76380  
940.889.3133

# SUPERVISORS' BOOT CAMP

With



Got employees? We can help!

**Thursday, October 3, 2019**

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

**\$99.00**

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

Penny Miller 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



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

## For more information contact:

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