

SUPERVISORS' BOOT CAMP

Got employees? We can help!

Thursday, March 20, 2025

8:30 AM - 4:30 PM

\$129.00

**VERNON COLLEGE CENTURY CITY CENTER
4105 MAPLEWOOD AVE
WICHITA FALLS, TX 76308**

This is 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:

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940-689-3714 or ce@vernoncollege.edu**