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

www.vernoncollege.edu

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

<u>For more information contact</u>: Vernon College Continuing Education 4105 Maplewood Ave Wichita Falls, TX 76308

940-689-3714 or ce@vernoncollege.edu