

# **SUPERVISORS' BOOT CAMP**

Got employees? We can help!

**Tuesday, October 15, 2024**

**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:**

**Vernon College Continuing Education  
4105 Maplewood Ave  
Wichita Falls, TX 76308  
940-689-3714 or [ce@vernoncollege.edu](mailto:ce@vernoncollege.edu)**