



Supervision Skills

June 3, 2008
Reno, NV



Sponsored by
Nevada T2 Center

UNIVERSITY OF NEVADA RENO

T² Center /257
1664 N. Virginia Street
Reno, NV 89557-0179

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Registration Form Supervision Skills

June 3, 2008 — Reno, NV

Please register no later than **May 23, 2008**.

Name: _____ Title: _____

Agency/Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone No: _____ FAX No: _____

Check here if you are enrolled in the Roads Scholar Program. Yes

Mail or fax registration to:
University of Nevada Reno
T² Center/257
1664 N. Virginia
Reno, NV 89557-0179
Fax: 775-784-1429
Phone: 775-784-1433



Supervision Skills



Workshop Description

- Leadership Defined
- Communication a Key to Successful Leadership/Supervision
- Personality Types and How to Identify Them
- Emotional Maturity
- Interpersonal Skills
- Setting Work Objectives and Evaluating the Employee
- Recognition of Achievements
- Selecting Employees for Advancements
- Career Counseling
- Dealing with Difficult Employees and Disciplinary Actions

Roads Scholar Program

"Supervision Skills" is part of the Roads Scholar Program.



Instructor

The instructor for this workshop is Paul R. Saucedo. Mr. Saucedo is retired from the Nevada Department of Transportation where he worked as an engineer in the Design Division. He has also been employed by the Bently Nevada Corporation, the City of Long Beach in California as well as a consultant to several other engineering disciplines.

He has instructed classes in technical and non-technical subjects and represented the Governor's Office in conferences on several different safety subjects. For the past four decades he has instructed numerous classes locally and at several national conferences on a variety of subjects. He attended the University of California at Long Beach.

Location/Time

June 3, 2008 — Reno, NV
University of Nevada, Reno
Harry Reid Engineering Lab Center

- Room 110

8 a.m.— 3 p.m.

Class Size is Limited to 30

Registration

The registration fee is \$40 for federal, state and local government agencies. Registration for all others is \$50. Continental breakfast, lunch and handouts are included.

To register, complete the registration form on this brochure or call:

(775) 784-1433

Make check payable to:

Board of Regents

We will send you a confirmation notice.

Who Should Attend?

Supervisors, managers and foreman. In addition, anyone who is being considered for promotion to a supervisory position.

Cancellations

To receive a refund, cancellations must be made three days prior to the workshop.

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