

A One-Day Seminar

Essential Skills for the First-Time Manager or Supervisor



**Effectively communicate, delegate and manage priorities
to achieve management success**

In your previous position you did a great job. Yet, you're smart enough to know the skills that made you a great team player won't necessarily make you a great supervisor. For any new supervisor, training is key to success in this role.

Before you delegate your first job ... schedule your first meeting ... make your first move of any kind — get this training under your belt!

You'll discover how to:

- Produce concrete, positive results right away
- Help your team members become top performers and stay motivated
- Build confidence, project authority and gain cooperation from your staff
- Avoid the problems that sabotage many new supervisors

Plus, you'll learn these essential skills:

- How to get off to a good start — 7 guidelines to help you earn respect right away
- 4 necessary steps for reducing your staff members' resistance to change
- How to delegate work and ensure it's done right — without meddling
- The one key quality you can develop that determines your influence with others

Help make your move into management smoother and more successful

You'll use what you learn right away. If a tough people problem comes up, you'll know how to handle it. When you're faced with a crisis, you'll react with confidence. You'll be better equipped to keep your team motivated, productive and on target.

You earned your supervisory position ... this seminar will help you make the most of it!

100% Satisfaction Guarantee!

► Enroll today at www.careertrack.com

Enter your ZIP Code: or Event #: in the "Find a Seminar" blue bar on careertrack.com!

► Or to enroll by phone, call 1-800-897-5003

*For quick enrollment, be sure to have your **VIP#** and **Circle ID#** ready when registering.

**COMING TO
YOUR AREA:**

Visit www.careertrack.com for a full schedule.

Seattle, WA - Jul. 20

Event #128042
Doubletree Hotel Seattle Airport
18740 International Blvd

Tacoma, WA - Jul. 18

Event #128040
Hampton Inn & Suites Tacoma -mall
8203 South Hosmer St

Everett, WA - Jul. 19

Event #128041
Holiday Inn
3105 Pine Street

One day, 9 a.m. to 4 p.m.

\$199

(includes course book)

Group Discount:

\$189 per person for groups
of 5 or more

Presented by:

CAREERTRACK.

a division of PARK University Enterprises, Inc.

P.O. Box 219468
Kansas City, MO 64121-9468
1-800-897-5003



You have received this announcement because your organization is a valued customer of Fred Pryor Seminars or CareerTrack (divisions of PARK University Enterprises, Inc.).
If you do not want to receive fax offers, simply call toll-free 1-877-500-1044 and provide the fax number you wish to remove or check the box to the left and fax this page to 1-800-905-8440. We will remove the provided fax number within 48 hours. (According to FCC regulations, our failure to comply within 30 days is unlawful.)