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## 01/05/1984 - Maximizing Supervisory Effectiveness

University Marketing and Communications

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EASTERN ILLINOIS UNIVERSITY  
 Charleston, Illinois

news

HARRY READ, Director of Information and Publications (217) 581-2820

January 5, 1984

Local

FOR IMMEDIATE RELEASE

CHARLESTON, IL--"Maximizing Supervisory Effectiveness," a two-day workshop for first-line supervisors, will be offered at Eastern Illinois University on Thursday and Friday, Jan. <sup>19-20</sup> ~~26-27~~, in the Effingham Room of the University Union.

The program is designed for supervisors of non-management employees. Co-sponsors of the program are the Eastern Illinois University Community Business Assistance Center and the Small Business Administration.

Dr. Terry Maris, Assistant Dean of Eastern's School of Business and Director of CBAC, will present the program from 8:30 a.m. to 4:30 p.m. each day. Maris formerly was president of his own management consulting firm.

Maris said the program will include a chance for "interactive learning," in which participants test ideas presented in lectures and videotape presentations.

Maris added that the supervisors attending should come away from the program with an assessment of their own supervisory styles along with improved communication skills and the ability to recognize and solve problems in the work situation. Written materials will be distributed to take back to their companies and use as guidelines, Maris said.

The \$85 registration fee includes refreshments, lunches, and a training manual. For further information and registration, contact Maris at (217) 581-3526.