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10/24/1985 - Advanced Techniques Of Supervision

University Marketing and Communications

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EASTERN ILLINOIS UNIVERSITY
Charleston, Illinois

news

October 24, 1985

Local

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

FOR IMMEDIATE RELEASE

CHARLESTON, IL--"Advanced Techniques of Supervision" will be offered on Friday, Nov. 17 by the Eastern Illinois University Community Business Assistance Center (CBAC). The program, co-sponsored by the Small Business Administration, will be presented at the Chancellor Hotel in Champaign from 8:30 a.m.-4:30 p.m.

The workshop is designed for people with more than five years experience as a supervisor or those who have attended an introductory and intermediate supervisory program.

Topics covered will include appraising employee performance, problem solving/decision making, maintaining morale, team building, and personal development.

Instructors will be Hobart M. Henson, Deputy Superintendent in the Department of State Police and Dr. Terry L. Maris, Assistant Dean of the College of Business and Director of CBAC.

Registration fee is \$65 which includes materials, lunch, and refreshments. For further information, or to register, call Dr. Terry L. Maris at (217) 581-3526.