

## Employee Training & Education

# SUPERVISORY AND LEADERSHIP

We deliver customized, high quality employee training and education programs that increase productivity, improve workers' skills and enhance organizational efficiency.



## Training and Certifications

### Fundamentals of Supervision

- Personal Leadership Style Strategies
- Conflict Management
- Managing Organizational Change
- Managing Diverse Teams
- Delegation and Empowerment
- Employee Motivation
- Communication

### Enhancing and Managing Employee Performance

- Motivation and Recognition
- Practical Coaching
- Workplace Accountability
- Employee Performance Reviews
- Successful Hiring
- Retention Strategies
- Termination Guidelines

### Add-On's

- Prevention of Sexual Harassment
- Labor Law Updates
- COVID-19 Safety

### Powerful Presentations

- Designing and Delivering Effective Presentations

### Business Communication

- Concise Business Writing
- Effective Meetings
- Emailing Effectively

### Computer Competency

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook
- Microsoft PowerPoint
- Quickbooks
- WordPress

Let MiraCosta College help you turn good employees into GREAT supervisors and team leaders! Successful leadership is a fundamental key to business growth and profitability.

**PRICING** Select all modules or customize the training to fit YOUR needs!

Lori Cargile

Program Supervisor

Employee Training Center  
760.757.2121 ext 6590  
lcargile@miracosta.edu  
miracosta.edu/etc

Use State of California funding to increase your training. (ETP) Employee Training Panel and MiraCosta College work together to provide businesses in San Diego County with low-cost, subsidized training to increase efficiencies, enhance productivity, and reduce costs. Employers who qualify, can use this funding for a variety of customized training.