

Basic Supervision II

Who Should Attend:

This seminar is for those who have completed the MMA Basic Supervision I course.

Topics covered will include:

- ◆ How what a supervisor does and says impacts the work-group (the role of expectations).
- ◆ Documenting discipline — exercises and examples.
- ◆ Communication techniques in the workplace.
- ◆ Problem solving and creative decision making.

Materials:

The course workbook enables the participant to take back the information presented, as well as supplementary information designed to increase understanding and knowledge of the topics covered. Also, participants will take back a plan to improve their workplace performance.

Seminar Leader:

- ◆ Dr. Jimmy Richardson, Richardson Consulting, Starkville

Certificate in Supervision:

MMA offers a "Certificate in Supervision" to those who complete the Basic Supervision I, II and III courses, as have more than 700 others who have attended this seminar. This certificate acknowledges that the individual is a professional with a solid grounding in many of the techniques used by the most successful supervisors to manage the workplace. This certification is key to achieving a professional committed first- and second-level management.

When & Where

- ◆ **Registration** — 8 to 8:30 a.m.; Program: 8:30 a.m. to 3:30 p.m.

◆ **Thursday, April 2, 2009**, Summit Hotel, 852 N. Gloster, Tupelo, 662-844-4343.

◆ **Friday, December 11, 2009**, Hilton Jackson, I-55 North and County Line Road, Jackson; 601-957-2800.

MMA has secured a room block at the Hilton at a cost of \$109 per night. Reservations must be made at least four weeks prior to the seminar date. When making your reservation, please identify yourself as attending an MMA seminar.

Cost

- ◆ \$149 for MMA members; \$215 for non-members. Cost includes continental breakfast, lunch, refreshments and handout materials.
- ◆ For MMA member companies sending three (3) or more employees from the same company location, cost is \$115.

REGISTER ONLINE NOW

Reminder notices will be sent a few days prior to the seminar. If you do not receive a reminder notice, or if you would like more information about this or other MMA seminars, contact Barbara at 601-948-1222 or barbara@mma-web.org.

Workforce Training That Gives Manufacturers a Break!

This seminar has been approved by the Mississippi State Tax Commission and the State Board for Community and Junior Colleges for income tax credit under the Skills Training Tax Credit Program. Manufacturers who pay Mississippi income taxes and participate in MMA's seminars can earn a 50% tax credit not to exceed \$2,500 per year for each employee who is a Mississippi resident attending a seminar. To qualify, contact your [local workforce training coordinator](#) at least three weeks prior to the seminar, then contact MMA to register for the seminar.



MMA Seminar Registration Form

Mississippi Manufacturers Association

Seminar Name _____

Seminar Date _____ Seminar location _____

Name of Attendee(s) and job title(s) _____

Company Name _____

Company Address _____

City _____ State _____ Zip _____

Attendee Phone Number _____

Attendee Fax Number _____

Attendee E-mail Address _____

If different than above:

Name of Person Submitting Registration _____

Job Title _____

Address _____

Phone Number _____ Fax Number _____ E-mail _____

If different than above:

Billing Contact _____

Address _____

Phone Number _____ Fax Number _____ E-mail _____

Job Title _____

Return form and payment to: Mississippi Manufacturers Association, P.O. Box 22607, Jackson, MS 39225-2607; fax (601) 948-6197. You also may register online at www.mma-web.org.

American Express _____ Visa _____ MasterCard _____
Card number _____ Expiration date ____/____

No refunds without 48 hours cancellation notice! No refunds for no-show.

REMINDER NOTICES WILL BE SENT A FEW DAYS PRIOR TO SEMINAR DATE. If you do not receive a reminder notice, please contact Barbara at 601.948.1222 or barbara@mma-web.org.