SMCC Workforce Training

SUPERVISORY SKILLS

SOUTHERN MAINE COMMUNITY COLLEGE

WHO

Employees in supervisory or management roles.

WHAT

This is a 16-hour training, usually presented in four classes running four hours each, or as a two-day bootcamp. Participants will learn:

- The core roles and responsibilities of a supervisor
- To identify and appreciate different temperaments
- Conflict management skills
- Effective communication techniques
- How to organize and prioritize work

WHEN/WHERE

The workforce development team will work with you to design a schedule that suits your needs. Classes can be held at Southern Maine Community College or at your location.

WHY

This training provides an opportunity to refresh existing skills and learn new ones so that you can be the most effective leader possible.

COST

$650 per person
(Grant funding may be available to partially offset the cost)

WHAT THEY'RE SAYING ABOUT US

"The City of Portland strives to provide high-quality services and needs well-trained leaders to accomplish that. This supervisor training was exactly what was needed. During tough fiscal years, training budgets are usually the first to get cut. This grant provided funding for valuable leadership training for our frontline supervisors. Thank you SMCC and The Harold Alfond Center!"

- Andy Gagnon, City of Portland

FOR MORE INFORMATION

email **workforceregistration@mainecc.edu** or call **207-741-5955**