



Watsonville/Aptos Adult Education

A Division of the Pajaro Valley Unified School District

SBDC

SMALL BUSINESS
DEVELOPMENT CENTER
NORTHERN CALIFORNIA
REGIONAL NETWORK

BASIC SKILLS FOR SUPERVISORS

LEARN HOW TO BE AN EFFECTIVE SUPERVISOR!



Watsonville/Aptos Adult Education in collaboration with Small Business Development Center (SBDC) are offering a series of five workshops for basic skills for supervisors.

Instructor, Joy Hallof holds a B.A. degree from Chapman College and has an M.A. degree in Human Resources/Organizational Development pending from the University of San Francisco. She has over 30 years in human resources experience and now runs her own consulting firm.

Certificate offered after completion of five-module program.

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| 1. Role of the Supervisor: Tuesday, August 28 | \$30❖ |
| 2. Business Communications—Listening: Tuesday, September 4 | \$30❖ |
| 3. Developing a Self-Motivated Workforce: Tuesday, September 11 | \$30❖ |
| 4. Problem Solving/Decision Making: Tuesday, September 18 | \$30❖ |
| 5. Implementing Your Plan & Building Your Team: Tuesday, September 2 | \$30❖ |

Register for all 5 workshops for \$120❖

Location: Porter Building (room 27)
280 Main Street, Watsonville, CA

Time: 6:30 - 9:00 pm



OPENING DOORS ~ DELIVERING SUCCESS!

Register at
Watsonville/Aptos Adult Education, 294 Green Valley Road, Watsonville
(831) 786-2160 www.waas.pvUSD.net