



Position yourself for success! Call (864) 250-8800 to reserve your place.

Supervisory Certificate Program

This certificate series is comprised of six topics designed to address the primary elements of the supervisory role. Each topic may be taken separately or taken together to obtain the certificate. Call David King at (864) 250-8344 for information about a 10 percent discount when registering for all six classes!

Business & Leadership

www.gvltec.edu/edct/business-leadership/

Admissions & Registration Center
225 S. Pleasantburg Dr.

3 Ways to Register:

- 1) Call (864) 250-8800
- 2) Visit www.gvltec.edu/edct/business-leadership/
- 3) Stop by the Admissions & Registration Center at McAlister Square, 225 S. Pleasantburg Dr., Greenville, SC.

Contact:

David King
(864) 250-8344
David.King@gvltec.edu

 Search
"Greenville
Tech EDCT"

Secrets of Top Performing Managers | Jan. 13 | MGT516 | 8:30 a.m. - 4:30 p.m. | \$399

Based on the #1 best-selling book *The New One Minute Manager*, participants are introduced to the three secrets of successful managers: goal setting, praising and redirecting. The program develops those secrets into a conversation framework that is easy for new managers to understand and master. It also adds a fourth conversation, wrapping up, which is needed to complete the core conversations and help first-time managers boost the engagement and autonomy of their people.

Key Communication Strategies for Workplace Success | Jan. 27 | MGT5060

8:30 a.m. - 4:30 p.m. | \$359

Have you ever wondered why it seems so difficult to talk with some people and so easy to talk with others? A major goal of this workshop is to help you understand the impact your communication style and behaviors have on other people and how enhancing these skills can transform relationships in the workplace.

Stress-Free Problem Solving for Today's Workplace | Feb. 3 | MGT527 | 8:30 a.m. - 4:30 p.m.

\$339

Learn a "how to" process for solving compelling problems at work and develop your logical and creative skills in problem solving.

Building Teamwork & Group Dynamics | Feb. 10 | MGT530 | 8:30 a.m. - 4:30 p.m. | \$339

Discover how to align your team, find common direction and help individuals work better together. Cultivate a shared vision and bring about a common understanding of how to complement each other's efforts.

Getting More Done in Less Time | Feb. 17 | MGT5320 | 8:30 a.m. - 4:30 p.m. | \$339

Personal time management skills are essential for professional success in any workplace. Implementing successful time management strategies results in the ability to control your workload rather than spending each day in a frenzy of activity reacting to crisis after crisis.

Five Best Practices for Effective Leadership | Feb. 24 | MGT514 | 8:30 a.m. - 4:30 p.m. | \$339

Explore in depth the five best practices of a leader based on the research of leadership experts Kouzes and Posner. Within this framework, you will explore critical thinking skills, the art of delegation, your key responsibilities in change management and gain the skills to motivate employees to do their best work because they want to do it.

Take the next step! Call 250-8800 to register!

Greenville Technical College provides equal opportunity and affirmative action in education and employment for all qualified persons regardless of race, color, religion, sex, national origin, age, disability, sexual orientation, or veteran status.

