

APRIL 15, 2010

THE UNIQUE ROLE OF THE FIRST-LEVEL SUPERVISOR

Review the four functions of a supervisor & the skills necessary to be successful. Distinguish between *management* skills and *leadership* skills. Discover ways to handle the challenges of interacting with clients, peers, and superiors.

INSTRUCTOR: DR. GINA BUENEMAN-COOPER

DR. GINA BUENEMAN-COOPER is the primary training specialist with Cooper Management Training & Consulting, a firm she has owned since 1993. She is an international speaker with a clientele that includes schools, small businesses, large corporations, non-profit agencies, and government entities. Gina has a Ph.D. in Organizational Behavior, a Master of Arts in Management, a Bachelor of Science in Human Resources/Psychology, and a Associate's degree in Human Services. She has also completed a Certificate in Ministry. In addition to running her own business, Gina has been a part-time instructor at Missouri Baptist University since 1993. She teaches many of the Management courses, but specializes in Economics.

Location: 11300 St. Charles Rock Road, Bridgeton, MO 63044

Time: 8:30am-12noon

Cost of Workshop: \$75

3 CEHs: Washington University, George Warren Brown School of Social Work for MO & IL

3 CEHs: NBCC