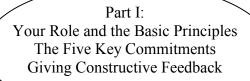
The Hispanic Committee of Gainesville / Hall County Presents

FRONTLINE LEADERSHIP TRAINING: The Core Interpersonal Skills

This training is ideal for supervisors and managers. It offers a strong foundation of the critical interpersonal skills needed to succeed in supervising (and working with) a team of other people.



Part II:
Getting Good Information From Others
Getting Your Ideas Across
Handling Emotional Behavior
Recognizing Positive Results

"This training is GREAT for ANY team leaders – especially group leaders, facilitators, committee chairs, supervisors, HR people, managers, team organizers, technical professionals,!"

-- Marianne Campbell, oversees 13 employees

As a result of the training, participants will be able to:

- 1. Incorporate the Basic Principles and Five Key Commitments into their leadership behavior to maintain positive work relationships and teamwork.
- 2. Communicate objective, honest feedback in a coherent and constructive fashion that will be relevant and useful to your peers and staff.
- 3. Learn to gather in-depth information efficiently from others in order to make better decisions.
- Communicate ideas clearly and accurately and be able to effectively explain tough decisions or complicated, possibly unpopular ideas.
- 5. Focus on ways to defuse non-constructive, emotional behavior in work situations and focus energies toward positive, productive solutions to issues.

PROGRAM DETAILS

Cost: \$30 for Hispanic Committee members,

\$100 for non-members. 20 person limit.

Duration: 24 hours to be scheduled over 3 days

February 2002 in Gainesville. Actual dates will be based on the availability and schedules of interested participants

and the program instructor.

More Info: Greg Bautista, 770-297-7755

YES! I am interested in signing-up for this excellent training. Please put me on the waiting list of "Interested Potential Participants."
Name:
Company:
Phone:
Please FAX this form to Olga Chavez at 770-297-9050 before November 24, 2001.