Supervisor/Foreman

July 7–9
Medina EC, Dilley
Register by: June 29

Three-Day Training School
Classroom Exercises

To register online, go to texas-ec.org.
COURSE INFORMATION

Course Description
This three-day course is designed to prepare foremen and supervisors for the challenges of being an effective and successful leader. Participants will gain insight into what people respect in leaders. Among other topics, the course discusses: what management looks for in a leader, what subordinates expect, characteristics of effective leadership, responsibilities that come with leadership and the position, and current regulations in the electrical industry.

Objectives
• Developing traits of a successful leader
• Understanding generational differences in the workforce and how to communicate with others
• Application of problem solving and critical thinking
• Application of effective communication and listening skills
• Application of current regulations and responsibilities of the position

Course Schedule
8 a.m., Tuesday, July 7–noon, Thursday, July 9

TUESDAY, JULY 7
8:00 a.m. Welcome/Course Overview
Responsibilities of Leadership
Gaining Respect
Becoming a Better Listener
Noon Lunch on your own
1:00 p.m. Problem Solving/Critical Thinking
(breakout session)
Generational Differences and How to Communicate with Others
4:30 p.m. Adjourn

WEDNESDAY, JULY 8
8:00 a.m. Review Day 1
Motivating Others
Managing Friends
Understanding Delegation
Noon Lunch on your own
1:00 p.m. Dealing with Conflict
Regulations and Procedures Part 1
4:30 p.m. Adjourn

THURSDAY, JULY 9
8:00 a.m. Review Day 2
Regulations and Procedures Part 2
Noon Adjourn

Class Limit
25 students

Continuing Education Units and Continuing Professional Education Hours
These courses may be eligible for CEUs or CPEs, depending on the governing body. For completion of the Loss Control School, TEC will automatically provide a certificate of completion that may be used to apply for CEUs/CPEs. TEC is registered with the State Board of Public Accountancy as a CPE sponsor. Registration with the board does not constitute an endorsement by the board as to the quality of the CPE program.

Contact: Tami Knipstein, Loss Control Program Coordinator (512) 486-6271, tknipstein@texas-ec.org, www.texas-ec.org
REGISTER FORM
Register by: June 29, 2020. Click here to register online.

Please print clearly.
One registration form per attendee. Duplicate as necessary.

Name
Title
Cooperative/Company
Address
City          State          ZIP
Phone        Email
Supervisor’s Email

Registration Fees

<table>
<thead>
<tr>
<th>Registration Type</th>
<th>By June 29</th>
<th>After June 29</th>
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<tbody>
<tr>
<td>Member Registration (lunch not included)</td>
<td>$650/person</td>
<td>$700/person</td>
</tr>
<tr>
<td>Nonmember Registration (lunch not included)</td>
<td>$950/person</td>
<td>$1000/person</td>
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Registration cancelation policy: All changes or cancelations must be made by email to tknipstein@texas-ec.org. No refunds will be issued for cancelations made fewer than 15 days before the event. Cancelations made more than 15 days before the event will receive a full refund, minus a $50 charge per student or substitution.

Signature

Fax completed form to: (512) 763-3390. Questions: Tami Knipstein, (512) 486-6271 or tknipstein@texas-ec.org

Training Location: Medina EC, 1718 West 117, Dilley 78017

Suggested Places To Stay: Attendees are responsible for making their own hotel room reservations.

Best Western Plus Lytle Inn and Suites
19876 I-35 South
Lytle 78052
830-772-4949

Days Inn Lytle
19525 McDonald St.
(1-35 Exit 131)
Lytle 78052
1-800-225-3297

Holiday Inn Express and Suites
624 Las Palmas Blvd.
Cotulla 78014
(830)-879-2000

Comfort Suites
617 Las Palmas Blvd.
Cotulla 78014
(830) 879-2220