Supervisor/Foreman

September 15–17
Houston County EC, Crockett
Register by: September 7

Three-Day Training School
Classroom Exercises

To register online, go to texas-ec.org.
**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, September 15–noon, Thursday, September 17

**TUESDAY, SEPTEMBER 15**
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, SEPTEMBER 16**
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, SEPTEMBER 17**
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
Registration Form

Register by: September 7, 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></th>
<th>By September 7</th>
<th>After September 7</th>
</tr>
</thead>
<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>
</tr>
</tbody>
</table>

Registration cancellation 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: Houston County EC, 1701 East Loop 304, Crockett 75835

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

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Holiday Inn Express</td>
<td>1511 Southeast Loop 304, Crockett 75835</td>
<td>(936) 544-4488</td>
</tr>
<tr>
<td>Knights Inn Crockett</td>
<td>1600 East Loop 304, Crockett 75835</td>
<td>(936) 544-5611</td>
</tr>
</tbody>
</table>