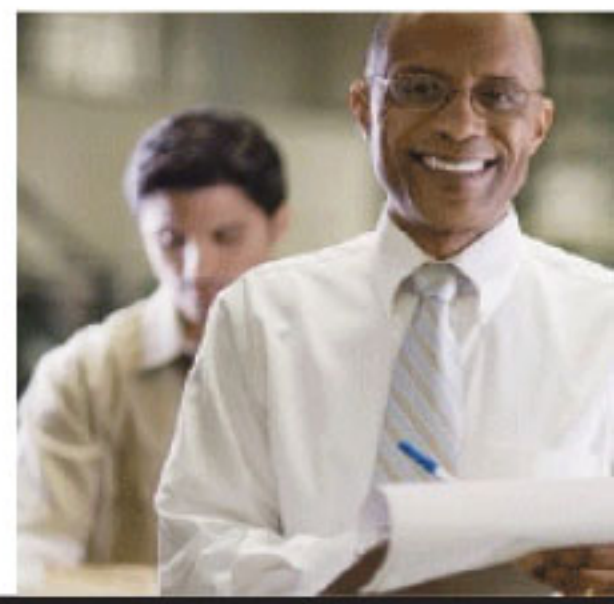




GRACETALMA ASSOCIATES & COMPANY LIMITED

EFFECTIVE SUPERVISION SKILLS



This workshop will focus on giving participants an understanding of the role and function of the supervisor in the organization and much more..

COURSE CONTENT

- **The Supervisor's Role and Function**
- **The Supervisor and the Mgmt. Process**
- **Planning, Organizing and Controlling**
- **Effective Communication Skills**
- **Leadership and the Supervisor**

DATE: MAY 3rd - 4th, 2016

VENUE: 32, Luis Street, Woodbrook, Port of Spain.

DEADLINE FOR REGISTRATION: Apr 26, 2016.

For further details, please call 623-4094, register online at www.gracetalma.com or email gracetalma.tt@gmail.com