



Fundamentals of Supervision

Fundamentals of Supervision (FOS) is the flagship program offered by LSU Digital & Continuing Education's Management & Leadership Institute. FOS delivers basic, practical training for supervisors, managers, business professionals, and team leaders in a three-day seminar format. The goal is to enhance individual management skills and personal effectiveness in the work environment. FOS gives supervisors and other business professionals the opportunity to master the basic leadership skills that are essential for high productivity and continuing quality improvement. The program is specifically designed for new or aspiring supervisors or those desiring a refresher.

FOS emphasizes the achievement of goals by using practical solutions to real world problems. Instructors prepare managers to face trends in the business world, including quality management, team building, and the organizational restructuring that is evident in today's business climate. FOS was introduced in 1964 by an executive from private industry and has been operating continuously for more than 50 years. More than 10,000 supervisors and managers from the United States and Canada have attended this comprehensive course. An outstanding faculty of recognized management and supervisory training experts includes LSU faculty members and industry experts.

Major topics presented in FOS include:

- **Managerial Behavior—Thinking & Acting Like a Manager**
Understand the basic management functions and skills and avoid the pitfalls and common mistakes made by first-time managers.
- **Organizational Behavior—How to Build Effective Teams**
Understand the foundational theories of organizational development and how to build effective teams.
- **Motivating, Developing & Empowering Your Staff**
Analyze employee needs and discover useful ways to overcome resistance to change.
- **Supervisory Practices—Counseling & Disciplining Employees and Learning to Delegate**
Learn how to counsel and discipline employees effectively and learn how to delegate as a management technique for developing and motivating employees.
- **Giving Effective Feedback**
Learn helpful ways to give positive and effective feedback to staff.
- **Positive Conflict Resolution**
Understand behavioral styles and learn new skills to maximize the positive resolution of conflicts.



Instructors: Courtland Chaney, Human Resource Management Associates; Steve Robichaux, Capital City Consultants; Kerry Sauley, LSU Department of Management; and Melinda Stallings, Melinda Stallings International.

Louisiana Training Grants:

Your company may be eligible for up to 100% reimbursement through the Louisiana Small Business Employee Training (SBET) Program (www.laworks.net). To be reimbursed for the training, the application must be submitted and approved prior to the training taking place. For more information about the SBET eligibility criteria and online application process, **contact Lisa Verma at 225-578-4316 or lverma@outreach.lsu.edu**.

Course Code: PBMFS Fee: \$1,295 CEUs: 1.8 / PDUs: 18

Section: May 6 – 8; Monday–Wednesday; 8:30 A.M.–4:30 P.M. (3 meetings; LSU Alexandria)

For more information, contact: Kelli Harrison at 225-578-3209 or kharrison@outreach.lsu.edu.

Recent Participants Include:

AFCO Industries Inc.	Gilchrist Construction Co.	RoyOMartin Lumber Co.
Albemarle Corp.	Graham Packaging Co.	Rubicon Inc.
All Star Automotive Group	Gulfstream Services	SGL Carbon Group
Associated Grocers	Halliburton	SJB Group
BASF Corp.	Hayes Manufacturing Co.	Schering–Plough Animal Health
Basic Industries	Honeywell	Shell Chemical Co.
Bayer Inc.	HydroChem Industrial Services	Shintech Louisiana
Beta Engineering	International Paper	Sigma Consulting Group
BioLab Inc.	Kerotest Manufacturing Corp.	Sigma Engineers & Constructors
Blue Cross Blue Shield of La.	Kinder Morgan	Southern Ionics
Boise Cascade	LANXESS Corp.	Stella–Jones Inc.
Brown–Eagle Contract Services	Lamar Advertising	Syngenta Crop Protection
CF Industries	Lion Copolymer	Targa Resources
Capital City Press	La. Dept. Child & Family Services	TETRA Technologies
Chemtura	Louisiana Lottery Corp.	Total Petrochemicals USA
Chevron Phillips Chemical Co.	La. Workers' Compensation Corp.	Transocean
Cleco Corp.	Lucite International	Turner Industries
Coca–Cola Bottling Co.	Marathon Petroleum	UTLX Manufacturing
Colonial Pipeline Co.	Marsulex	Weeks Marine
Community Coffee Co.	Methanex USA	Westlake Chemical Corp.
Cox Communications	Morton Salt	Weyerhaeuser
Crest Industries	Mosaic Fertilizer	Williams Olefins
Deltech Corp.	Motiva Enterprises	Zen–Noh Grain Corp
Dixie Pipeline Co.	NRG Energy	
Dow Chemical Co.	Noranda Alumina	
DuPont Company	North American Salt Co.	
EATEL	PCS Nitrogen	
Eclectic Products Inc.	Peoples Health	
Entergy	Placid Refining Co.	
Excel Maintenance Services	Plantation Pipe Line	
Formosa Plastics Corp.	Plastipak Packaging Inc.	
Fugro Chance Inc.	Regions Financial Corp.	
Georgia Pacific Corp.	Rhodia Inc.	