

# Customized Training & Business Services

For more information, call 694-1755 ♦ www.blueridge.edu

## Human Resource Series

Enhance and refine your skills as a leader or supervisor in your organization with the skills to hire the right person to do the job, provide guidance and coaching, termination skills, and the planning for the future.

### Who Should Attend:

Supervisors, Managers, Crew Leaders, HR Staff

### May 17

#### Interviewing and Hiring

Learn to ask the right questions to get real answers. Avoid those hiring pitfalls.

### May 24

#### Diversity/Evaluations/ Performance Management

The Importance of Diversity  
Why do evaluations?  
Gain skills to manage for performance.

### June 7

#### Coaching/Corrective Action/Termination

What is coaching vs. supervision?  
Positive Corrective Action techniques.  
When termination is right . . . or breaking up is hard to do.

### June 14

#### Management and Ethics/Planning

What is management?  
Question of Ethics! What is the right thing to do?  
Planning for Tomorrow!

Each session is from 1:30 – 4:30 p.m.  
Continuing Education Building Room 122  
Course Number: MLS 8960 401  
Cost for series: \$65

## Unlock your organization's potential through Customized Training

Blue Ridge Community College leads economic development efforts in Henderson and Transylvania Counties through partnerships to deliver comprehensive assistance for attracting and locating new business and industry to our area as well as fostering existing business and industry growth. Through the customized training program, the College is able to deliver quality professional training and development.



## What Is The Career Readiness Certificate?

North Carolina's Career Readiness Certificate is a credential that promotes your skills and career development in applied mathematics, locating information and reading for information. Benefits for earning a career readiness certificate:

Recommended or required by many local employers

- Confirms basic workplace skills
- Portable, recognized in 42 other states
- Valid for 5 years
- Enhances workplace skill building

To prepare for earning your North Carolina Career Readiness Certificate using the WIN software, you can visit Henderson County JobLink Career Center, located in the Continuing Education Building –Room 125.

