



EFFECTIVE SUPERVISION



The Human Resource Management Office is offering the last course in the Fall 2006 supervisory training series. **Effective Supervision** will be held on Thursday, December 14, 2006.

The Effective Supervision course presents concepts, strategies, and models that will direct supervisors toward the development and utilization of supervising principles and practices. This will assist them in supervising in a way that allows them to efficiently and effectively accomplish the AgCenter mission and best utilize their staff resources.

Date: Thursday, December 14, 2006
Time: 9:00 a.m. - 3:30 p.m.
Location: Host: 214 Efferson Hall
Receiving Sites: Acadia, Calcasieu, Calhoun, Dean Lee, Red River, and Terrebonne

Agenda

Communication
Conflict Resolution
Management Principles
Motivating Employees

Any AgCenter supervisor who is interested in this topic is welcome to attend.

If you have questions or need more information contact: Sharon Salzer (225/578-4643, ssalzer@agcenter.lsu.edu), or Ann Coulon (225/578-6787, acoulon@agcenter.lsu.edu)

REGISTRATION FORM CONDUCTING PERFORMANCE APPRAISALS AgCenter Human Resource Management Office Training Date: Thursday, December 14, 2006

Name _____ Title _____

Unit _____ Email _____

Site Attending _____

Return this form to the AgCenter Human Resource Management Office, Attention:
Sharon Salzer, 102N J. N. Efferson Hall, P. O. Box 25203, Baton Rouge, LA 70894-5203,
FAX 225/578-8284 by Friday, December 9, 2006

Should you need an ADA accommodation, please contact Sharon Salzer at 225/578-4643 or ssalzer@agcenter.lsu.edu by December 2, 2006.