



RACC's Schmidt Training and Technology Center is Offering  
**Supervisor Development Workshops**

**Tuesday, October 16, 2018 – ZBUS 421 1118**

**Morning Workshop**

**Conducting Performance Appraisals & Evaluations**

*Learn how to design effective Evaluation & Appraisal meetings. Learn how to objectively measure and communicate exceeds, meets and needs improvement evaluations. Tie your appraisals to your organization's goals. Refine and use the appraisal process daily. Learn how to deal with unexpected behaviors, be comfortable and confident with the appraisal process.*

**Afternoon Workshop**

**Understanding & Supervising Different Generations**

*Understanding different generations; Old School, Baby Boomers, Gen X, Millennials, or Gen Y. Learn techniques to create a more productive workplace. Effectively cope and communicate with each generation. Learn techniques to constructively motivate each generation.*

Workshops held 8:30am – 3:30pm (box lunch provided)  
at the Schmidt Training and Technology Center, RACC Campus  
15 South Front Street, Reading PA 19601 – Free Parking in Adjacent Garage

**Registration Information – 610.607.6235 or 610.607.6231 to register with credit card\***

To register on-line, see instruction at bottom of accompanying email.

\*Visa, MasterCard or Discover

**Course: ZBUS 421 1118**

**Supervisor Development Workshop**

**Cost: \$320 / person / day (includes Course Materials, Box Lunches and Refreshments)**

**Registration Deadline is October 10, 2018**