



**Hello Northern Colorado Manufacturers!**

With funding through the Colorado Workforce Development Council, NOCO partnered with Front Range Community College to develop Supervisor Management Training designed especially for manufacturers. We brought together supervisors in the industry to bring you the [NOCO Manufacturing Supervisor Training](#).

**ACT NOW**

We are now accepting registrations for both Part 1 (Manage Your Team) and Part 2 (Manage Your Business). Tuition is \$750 for each part. Courses will be at the University of Northern Colorado, Loveland Center at Centerra, 2915 Rocky Mountain Ave., Loveland and at manufacturers – from 1:00-5:00 PM each Tuesday.

**Course Description:**

This Supervisor Management course provides hands-on experiences that introduce first time supervisors to the competencies necessary to do their job. This course guides and challenges new supervisors to become more confident in following safety standards and HR policies, including hiring and disciplining, resolving conflict, and proficiency in production planning, prevention planning, and problem solving. Supervisors will leave this course with tools, resources and action plans that can improve their skills and prepare them for the workforce as front line supervisors.

**Target Audience:**

Individuals with manufacturing experience interested in moving into a role as a supervisor or new to the supervisor role.

Click [HERE](#) to register for Part 1 of this Training Program – Manage Your Team  
 Click [HERE](#) to register for Part 2 of this Training Program – Manage Your Business  
 or call Continuing Education at (970) 204-8686 to register

**PART ONE (Course One Cost: \$750)**  
**MANAGE YOUR TEAM**

**MODULE ONE**  
**Safety in the Workplace – September 11**  
 Includes standard OSHA regulations, incident and accident reports, job hazard assessments and safety reports.

**MODULE TWO**  
**Recognize Legal Issues – September 18**  
 Standard HR policies including title 14, ADA, FMLA, Workers Comp, HIPAA legal requirements & diversity guidelines.

**MODULE THREE**  
**Defining Jobs, Interviewing & Onboarding – September 25**  
 Developing and understanding job descriptions, recruiting, and conducting interviews.

**MODULE FOUR**  
**Developing Employees & Yourself - October 2**  
 Coaching individuals and teams, motivating employees, explaining work processes, completing performance appraisals with action plans.

**MODULE FIVE**  
**Managing to a High Performance Team - October 9**  
 Team meetings, making decisions, following guidelines, critical conversations and discipline.

**PART TWO (Course Two Cost: \$750)**  
**MANAGE YOUR BUSINESS**

**MODULE SIX**  
**Business Acumen - October 16**  
 Gain an understanding of how your organization makes money. Learn how to envision what the company should do now to bring about a more profitable, successful future.

**MODULE SEVEN**  
**Production Planning & Operational Improvement – October 23**  
 Gain an understanding of the key production planning tools that make for an even flow of material and a minimum amount of money tied up in inventories.

**MODULE EIGHT**  
**Operational Improvement – October 30**  
 Learn how to identify and minimize or eliminate activities that do not create value for your customers.

**MODULE NINE**  
**Measurement Skills – November 6**  
 Learn how to collect and analyze data to reduce costs and improve efficiencies in your organization.

**MODULE TEN**  
**Problem Solving – November 13**  
 Learn how to save time and money by identifying the root cause of problems and the tools needed to solve them.