

Employee Training & Education

SUPERVISORY AND LEADERSHIP

We deliver customized, high quality employee training and education programs that increase productivity, improve workers' skills and enhance organizational efficiency.

Training and Certifications

Fundamentals of Supervision

- Personal Leadership Style Strategies
- Conflict Management
- Managing Organizational Change
- Managing Diverse Teams
- Delegation and Empowerment
- Employee Motivation
- Communication

Enhancing and Managing Employee Performance

- Motivation and Recognition
- Practical Coaching
- Workplace Accountability
- Employee Performance Reviews
- Successful Hiring
- Retention Strategies
- Termination Guidelines

Powerful Presentations

- Designing and Delivering Effective Presentations

Business Communication

- Concise Business Writing
- Effective Meetings
- Emailing Effectively

Computer Competency

- Microsoft Excel
- Microsoft Word
- Microsoft Outlook

Let MiraCosta College help you turn good employees into GREAT supervisors and team leaders! Successful leadership is a fundamental key to business growth and profitability.

PRICING Select all modules or customize the training to fit YOUR needs!