

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 ef ciency.

Training and Certifications

Fundamentals of Supervision

- Personal Leadership Style Strategies
- Con ict 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 s a fundamental key to business growth and profitability.

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

Use State of California funding to increase your training. (ETF) Employee Training Panel and MiraCosta College work together to provide businesses in San Diego County with low-cost, subsidized training to increase ef ciencies, enhance productivity, and reduce costs. Employers who qualify, can use this funding for a variety of customized training.