

# WORKFORCE

DEVELOPMENT

A PROGRAM OF KILGORE COLLEGE

FREE INFORMATION SESSION  
THURSDAY, JANUARY 19, 2012, 6:30 P.M.  
Bert E. Woodruff Adult Education Center, Kilgore Campus

## SPRING & SUMMER 2012 Business Leadership Skills Certificate

This 144 hour Marketable Skills Certificate consists of 8 courses available in Spring-Summer 2012. Each class is 18 hours, costs \$125, and meets at the Bert E. Woodruff Adult Education Center, Kilgore Campus

### **Communication Skills for Managers & Supervisors**

6 wks/ Mon / Jan 30-March 5 / 6:30-9:30 pm  
4 wks / Sat / Feb 4-25 / 8 am-12:30 pm

### **Leadership Skills for Managers & Supervisors**

6 wks/ Tues / Jan 31-March 6 / 6:30-9:30 pm  
4 wks / Sat / Mar 3-31 / 8 am-12:30 pm

### **Performance Management Skills**

6 wks/ Wed / Feb 1-Mar 7 / 6:30-9:30 pm  
4 wks / Sat / Apr 14-May 5 / 8 am-12:30 pm

### **Professional Business Speaking Skills**

6 wks/ Thurs / Feb 2-Mar 8 / 6:30-9:30 pm  
4 wks / Sat / May 12-June 9 / 8 am-12:30 pm

### **Quality Customer Service**

6 wks/ Mon / Mar 19-Apr 23 / 6:30-9:30 pm  
4 wks / Sat / June 16-July 7 / 8 am-12:30 pm

### **Team Building in the Workplace**

6 wks/ Tues / Mar 20-Apr 24 / 6:30-9:30 pm  
4 wks / Sat / July 14-Aug 4 / 8 am-12:30 pm

### **Workplace Critical Thinking & Problem Solving**

6 wks/ Wed / Mar 21-Apr 25 / 6:30-9:30 pm  
4 wks / Sat / Aug 11- Sept 8 / 8 am-12:30 pm

### **Workplace Issues for Managers & Supervisors**

6 wks/ Thurs / March 22-Apr 26 / 6:30-9:30 pm

**Improve your workforce.**

*Improve yourself!*

### **WEEKEND WARRIOR SATURDAYS**

Take classes without interrupting your work week by enrolling for Saturday classes. They meet four weeks from 8 am to 12:30 pm.

### **Communication Skills for Managers & Supervisors**

Saturday, Feb 4-25

### **Leadership Skills for Managers & Supervisors**

Saturday, March 3-31

### **Performance Management Skills**

Saturday, April 14-May 5

### **Professional Business Speaking Skills**

Saturday, May 12-June 9

### **Quality Customer Service**

Saturday, June 16-July 7

### **Team Building in the Workplace**

Saturday, July 14-Aug 4

### **Workplace Critical Thinking & Problem Solving**

Saturday, Aug 11-Sept 8

Detailed course descriptions are available at  
<http://www.kilgore.edu/workforce.asp>

Contact: Lauri Woodson  
Phone: 903-988-3731  
Fax: 903-988-7506  
e-mail: [lwoodson@kilgore.edu](mailto:lwoodson@kilgore.edu)

**On-site training is available for these courses at your place of business.**