



# SUPERVISOR BOOT CAMP

Congratulations! You're a supervisor – now what? The harsh reality is 40 percent of new supervisors fail within the first 18 months on the job. You don't have to be one of them! This high energy, interactive boot camp will help provide you the foundational knowledge and skills to jump start your successful leadership career.

**What you will learn:**

- Avoid the 10 most common pitfalls confronting new supervisors
- Learn three skills you will need to master to be an effective leader
- Make the psychological and social transition from line employee to supervisor
- Avoid nine legal landmines
- Understand laws essential for new supervisors to know
- Learn tips for managing a multi-generational work force
- And more!

**Thursday, September 24, 2009**  
**SCC Continuing Education Center**  
**301 S. 68th St. Place • Room 302**  
**8 a.m.—5 p.m.** (Lunch is provided)  
**\$209** (Staff tuition waiver does not apply)

Although this program is designed for new supervisors, all supervisors and front line leaders will benefit from the valuable information in this workshop. Put your new skills and knowledge to immediate use with the practical tools and post-boot camp activities.

**A certificate and 0.9 CEUs will be awarded for successfully completing this Boot Camp. Upon registering, please provide your e-mail address for important course information that will be sent to you prior to the workshop.**

**For more information, please contact Amy Chesley**  
**402-437-2709 • 1-800-828-0072, ext. 2709; achesley@southeast.edu**

**REGISTRATION FORM - NON-CREDIT COURSE**



Complete this form with payment information and send via FAX or mail to: **SCC-Continuing Education Center**  
**301 S. 68th Street Place, Lincoln, NE 68510**  
**FAX: (402) 437-2703**

Include credit card information or Letter of Authorization for third-party billing. The College requires a student's Social Security number as a condition for enrollment. A student's Social Security number information constitutes an "educational record" under the Family Educational Rights and Privacy Act (FERPA). The College will be privileged to disclose that information only with the consent of the student or in those very limited circumstances when consent is not required by FERPA.

**PLEASE PRINT**

2009 QUARTER	
<input checked="" type="checkbox"/> SUMMER	<input type="checkbox"/> WINTER
<input type="checkbox"/> FALL	<input type="checkbox"/> SPRING

Social Security Number		Name: Last		First	Middle Initial	E-mail address	
Residence Mailing Address				City	State	Zip	County # <input type="checkbox"/> Cell <input type="checkbox"/> Business Phone
Birth Date	Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female	Race: (Used for statistical purposes only) <input type="checkbox"/> White, Non-Hispanic <input type="checkbox"/> Hispanic/Latino(a) <input type="checkbox"/> Asian/Pacific Island <input type="checkbox"/> Black/African-American, Non-Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> Other _____		Veteran or Dependent Utilizing Military Benefits <input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Resident of Nebraska <input type="checkbox"/> Non-Resident of Nebraska	
Home Phone							
COURSE NUMBER	SECTION	TITLE	START DATE	LOCATION	TIME	COST	
B S A D 3 7 1 0	C E U A	Supervisor Boot Camp	Sept. 24	CEC, 302	8 a.m.	\$209	

**SIGNATURE**

Check  Cash  Mastercard  Discover  VISA V Code \_\_\_\_\_

Name as it appears on card: \_\_\_\_\_

Exp. Date \_\_\_\_\_ Credit card # \_\_\_\_\_

Billing agency (INCLUDE LETTER OF AUTHORIZATION ON COMPANY LETTERHEAD)

Submission of this form indicates that I understand: 1) that my registration is complete and that I am accountable for the tuition and fees and subject to a grade in the courses listed; 2) that should I officially drop, cancel, or withdraw, any refund in tuition will be determined by the date I submit my request to Continuing Education; 3) that failure to attend a course does not constitute an official drop/withdrawal; 4) the personal information contained herein is correct as shown; and 5) any changes in SSN, legal name, address, residency, etc. must follow the College procedures in the Student Handbook and College Catalog. It is the policy of SCC to provide equal opportunity and nondiscrimination in all admission, attendance, and employment matters to all persons without regard to race, color, religion, sex, age, marital status, national origin, ethnicity, veteran status, sexual orientation, disability, or other factors prohibited by law or College policy. Inquiries concerning the application of SCC's policies on equal opportunity and nondiscrimination should be directed to the Vice President for Access/Equity/Diversity, SCC Area Office, 301 S. 68th Street Place, Lincoln, NE 68510, 402-323-3412, FAX 402-323-3420, or jsolt@southeast.edu.

<b>TOTAL DUE</b>	<b>\$209</b>
FOR OFFICE USE ONLY	
DE _____	ID# _____