



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 taught at UNC at Centerra, 2915 Rocky Mountain Ave., Loveland, and various manufacturers.

Course Description:

This Supervisory 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 supervisor.

Target Audience:

Individuals with manufacturing experience interested in moving into a role as a supervisor or an individual 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 Laurie Rue at (970) 204-8686 to register

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

MODULE ONE

Safe Work Practices - September 12

Includes standard OSHA regulations, incident and accident reports, job hazard assessments and safety reports.

MODULE TWO

HR and Legal Policies - September 19

Standard HR policies including title 14, ADA, FMLA, Workers Comp, HIPAA legal requirements & diversity guidelines.

MODULE THREE

Job Defining Skills - September 26

Developing and understanding job descriptions, recruiting, and conducting interviews.

MODULE FOUR

Develop/Train Employees - October 3

Coaching individuals and teams, motivating employees, explaining work processes, completing performance appraisals with action plans.

MODULE FIVE

Conflict Resolution & Good Communication - October 10

Team meetings, making decisions, following guidelines, critical conversations and discipline.

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

MODULE SIX

Business Acumen - October 17

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

Measurement Skills - October 24

Learn how to collect and analyze data to reduce costs and improve efficiencies in your organization.

MODULE EIGHT

Problem Solving - October 31

Learn how to save time and money by identifying the root cause of problems and the tools needed to solve them.

MODULE NINE

Production Planning - November 7

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 TEN

Eliminate Waste - November 14

Learn how to identify and minimize or eliminate activities that do not create value for your customers.

The courses will be taught from 8:00 am to 12 noon each day.