

FOR RELEASE:

IMMEDIATE

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YOUNGSTOWN, Ohio - Two courses in management skills, for both new and experienced managers, will be offered by Youngstown State University's Office of Continuing Education in cooperation with the Youngstown Chapter of the National Management Association.

The First Line Supervisor Training Program was developed by the National Management Association, the world's largest society of professional management men and women. With guidelines and recommendations from many of its 72,000 members, this training program draws upon the management experience within its membership.

"Communication Skills" and "Interpersonal Relationships" are two courses in the 10-course series that will be offered during Fall Quarter.

"Communication Skills" will cover the basics of communication, resolving communication problems, developing oral and listening skills, writing and reading skills, and effective communication within an organization. Classes will meet from 5:40-7:30 p.m. on Wednesdays, Oct 8 - Nov. 19.

"Interpersonal Relationships" will emphasize skills in dealing with people. Discussions will include: how to react when employees don't agree with you; how to react when your supervisor doesn't agree with you. Classes will be from 7:40-9:30 p.m. Wednesdays, Oct. 8 - Nov. 19.

The fee for each course is \$95.

For a free brochure on the First Line Supervisor Training Program, or to receive a complete listing of Fall Quarter, non-credit programs, call YSU's Office of Continuing Education at (216) 742-3358.

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