

FOR RELEASE: IMMEDIATE

Mailed March 11, 1986

YOUNGSTOWN, Ohio - You can't be successful if you can't communicate!

"Communication for Managers," a six-week course that will explore the various types of communication skills needed by today's successful managers, is being offered by Youngstown State University's Office of Continuing Education.

The types of communication discussed are the ones described in The One Minute Manager. The course will be held on the YSU campus from 5:40-7:30 p.m. on Thursdays beginning April 10 and continuing through May 15.

Dr. Lawrence W. Hugenberg of Youngstown will instruct the course. He is an associate professor in the Speech Communication and Theatre Department.

The course fee is \$90, or \$75 for those individuals registering before March 27.

For more information, or to register, call the YSU Office of Continuing Education at (216) 742-3358.

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NEWS SERVICE - PG
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YOUNGSTOWN, Ohio - Good supervisors are trained - not born!

"Effective Supervisory Skills," a six week course held at Youngstown State University, can make the difference between just getting by or becoming an achiever in your organization.

Sponsored by the Office of Continuing Education at YSU, this course will be held from 5:40-7:30 p.m. on Wednesdays beginning April 9 and running through May 14.

Topics will include: duties of the supervisor or front-line manager, communication skills, employee motivation, employee discipline, employee grievances, and counseling for improved performance.

George Dubec of Warren will instruct the course. He majored in Industrial Management and received his Bachelor of Science degree from Youngstown State University. He is currently employed with Packard Electric Division of General Motors Corp.

The course fee is \$90, or \$75 for those registering prior to March 26.

For additional information on the course, call the YSU Office of Continuing Education at (216) 742-3358.

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AIR MARCH 12 THROUGH MARCH 25

PUBLIC SERVICE ANNOUNCEMENT

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A COURSE IN QUALITY CONTROL WILL BE OFFERED THROUGH YOUNGSTOWN STATE UNIVERSITY'S OFFICE OF CONTINUING EDUCATION.

"STATISTICAL PROCESS CONTROL" WILL PROVIDE A WORKING KNOWLEDGE OF STATISTICAL METHODS THAT HAVE IMPORTANT APPLICATIONS IN QUALITY CONTROL.

THE CLASSES WILL MEET FROM 6:30 to 9:30 P.M. WEDNESDAYS, MARCH 26TH THROUGH MAY 28TH. THE COURSE FEE IS \$410. FOR MORE INFORMATION, CALL THE YSU OFFICE OF CONTINUING EDUCATION AT 742-3358.

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