



Basic Supervisory and Leadership Training

September 9-10, 2008
Toronto, Ontario
Shipmaster Containers
Markham, Ontario

Basic Supervisory & Leadership Training is a 1½ day class geared towards new first line production supervisors with less than 5 years of experience and lead persons from the corrugated industry; sheet plants, corrugated plants or suppliers to the industry. During this course students will develop an understanding of supervisory principles and skills in the areas of communication, leadership, discipline, motivation, performance evaluation, implementation change, team building, problem solving and production measurement. Attendees will focus on how these affect and impact the bottom line of their respective plants. The course is designed to develop the supervisors' skills in goal setting and the ability to frame and implement action plans necessary to achieve production goals.

Additional concepts to be explored include the relationship of profits to the eight responsibilities of the supervisor, cost reduction methodology, measurement, goal setting and training tools. The class will include pre-class assignments as well as development of action plans to be provided to production managers or superintendents.

Benefits of Basic Supervisory & Leadership Training:

1. Participants will have the opportunity to interact with peers that have had similar problems and solutions.
2. Participants will be coached on leadership and management skills, problem solving techniques, and understanding of operational roles and responsibilities specific to supervisors that many junior production supervisors lack.
3. With the help of AICC's Facilitator and their supervisor, participants will walk away with specific goals, and a path to achieve those goals.

Agenda

Course begins at 8:00 AM on Day One. Course ends at 12 noon on Day Two.

- Pre-Class Assignment - "Dimensions of Leadership Profile" workbook
- Information and data specific to each participant's work environment
- Post-Class Implementation of Plan

Member Registration (payments received at least 3 weeks before the course)	\$745
Member Registration (payments received within 3 weeks of the course)	\$845
Nonmember Registration	\$945

REGISTRATION FORM

CANCELLATION POLICY: All course cancellations must be made in writing and sent to AICC, P.O. Box 25708, Alexandria, VA 22313, faxed to (703) 836-2795 or emailed to education@aiccbox.org. Registrants who cancel more than three weeks prior to the program date are entitled to a full refund of the registration fee; three weeks or less, but more than one week, a cancellation of 50% of the registration fee will be assessed; within one week and no shows, no refund. AICC does not offer refunds for those who cancel within three weeks of the program date and wish to reschedule their participation to another program or to the same program on a later date. However, substitutions are allowed and strongly encouraged and can be made from the same company for the same course date. If AICC cancels any program, a full refund will be provided. AICC may cancel programs if attendance does not meet required levels. Be sure to phone AICC to confirm a course is being held before making non-refundable airline tickets. Travel fares and hotel deposits cannot be reimbursed.

Contact AICC for details.



ASSOCIATION OF INDEPENDENT CORRUGATED CONVERTERS

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Payment Option

AICC Member: Yes No ICPF Donor: Yes No

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Go to www.aiccbox.org/education for course descriptions and online registration.