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NEWS RELEASE

FOR IMMEDIATE RELEASE

People who supervise others on the job are being offered a chance to improve their management skills through a series of intensive but strategically-spaced three-part courses being offered by Cariboo College over the next several months, beginning in mid-September.

The three parts of each course cover, in turn, interpersonal skills, group skills and administrative skills. Each course lasts three or four days, with a unique "reinforcing session" included. All courses are highly practice-oriented, with a minimum of theory and a maximum of role-playing, simulated problems, case studies and group discussion.

The spacing of the courses is another unique feature, according to Dianne Kerr, College program coordinator and one of the three instructors. The other two are Sandra Abraham and Frank Glynn.

Kerr explained that the courses are in "cycles", with intervals of four to six weeks between each part, so that students can not only carry on their regular duties without major interruption, but can also apply in their job situation what they have learned before going on to the next skill.

She said that there are a few spaces left in Cycles A and B, which start September 17, and October 8, respectively.

"This is a course that has been thoroughly field-tested to the satisfaction of all concerned, including large employers like Cominco," she explained. "At first it was designed largely for first-line supervisors, and more than a thousand of them have benefited from it province-wide under the direction of Dave Fairbairn of Selkirk College, who developed it with special funding from the Ministry of Education".

"Now, however," she added, "other supervisory people in both business and governmental organizations are finding it worthwhile, especially as their firms and agencies have come to realize the potential of the human resources on their payroll. Insurance can cover a material loss for a business, but not lost motivation and enthusiasm".

Here is how the course plan works, taking Cycle A as an example:

On September 17 the class begins Part I, a three-day concentration on interpersonal skills, dealing with interview techniques, feedback, supervisory conversations and related matters. The class then returns to the job and applies these skills in practice.

On October 28 the students return for a day of review and reinforcement based on their experience, followed by three days of group techniques (Part II), covering such areas as leadership styles, motivation and effective meetings.

Part III begins on December 2, with another review session, followed by three days on administrative skills, such as orientation procedures, job analysis, employee performance appraisal, time management, etc. The course concludes with a final "reinforcing day" on January 22.

Similar spacing applies to the remaining four cycles scheduled for this academic year. Cycle B begins October 8 and concludes February 12, 1981; Cycle C, January 14-May 14; and Cycle E, February 4-June 4.

A certificate of completion is issued at the end of the course.

Sessions will be held at the Allan Matthews School Centre, except for the September 17-19 part of Cycle A, which is scheduled for the Dome Motor Inn. Class hours are from 8:30 am to 4:00 pm each day. Most of the instruction is on a "team" basis, with two trainers on hand in the classroom.

Fees are \$150 for each of the three parts of the course. Private sector employers who choose to sponsor staff members may be eligible for partial funding from Canada Employment and Immigration.

Dianne Kerr, who has organized the course for the College's Department of Continuing Education, holds a Bachelor of Arts (Honours) degree from the University of British Columbia and has had extensive experience in areas requiring the skills being covered, in addition to 12 years of teaching.

Sandra Abraham has a master's degree in Human Relations and Organizational Development and is co-director of the Kamloops-based Centre for Stress Management.

Frank Glynn is a former member of the RCMP with more than 12 years of experience in supervisory positions.

Interested employers and employees can obtain further information from the Continuing Education office at Cariboo College, 374-3661 or 372-5224.

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