



**PROFESSIONAL PROGRAMS
HAVE OPENINGS AT USI**

NEWS RELEASE

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Openings still are available in three courses designed to aid the professional in the workplace, offered in the winter/spring series by the University of Southern Indiana Office of Continuing Education.

"Basic Skills for the Supervisor" is a day-long workshop covering responsibilities; techniques to increase productivity, employee motivation, and communications; and handling conflict and change. The group will meet at 9 a.m. Tuesday, March 26. The registration fee is \$95 (\$85 each for two or more registering together).

"Introduction to Total Quality Management" is a two-day seminar slated Wednesday and Thursday, March 27-28. The course presents an integrated approach to organizational excellence through continuous quality improvement. It is designed for employees in quality, operations, finance, personnel, training, research and development, engineering, sales, and purchasing, and is applicable to the service, manufacturing, and government sectors. The registration fee is \$495.

"Developing Team Performance" is one of four Frontline Leadership courses offered this semester and covers fundamental principles of leading successful group efforts. The course will be offered in two day-long sessions on Wednesdays, March 27 and April 3. The registration fee is \$265 (\$255 each for two or more registering together).

Call the USI Office of Continuing Education, 812/464-1989 or 800/467-8600, for information or to register.