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Bud to Boss: **Management fundamentals for your transition from co-worker to supervisor**

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The announcements have been made and the congratulations are over... now what? As a new supervisor, the vast number of decisions you are suddenly facing can be overwhelming. And one of the major reasons first-time supervisors fail is that they are not given adequate training or support. Most companies have some manager training, but it usually falls short, covering just the mechanics of the job. The training doesn't help develop the skills you need be successful: how to communicate with employees effectively, manage your time more efficiently and juggle multiple priorities.

This unique training course is designed to equip new supervisors (like yourself) with the fundamental skills you need to skillfully shift from team member to leader. Attend the Basic and Advanced Courses or select the one that best fits your needs - the choice is yours! For more information, visit <http://www.budtoboss.com/> or call 1-800-431-7571.

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