



# NATIONAL AMERICAN UNIVERSITY

THE NATIONAL COLLEGE SYSTEM

CONTRACT FOR CITY OF RAPID CITY  
300 6<sup>TH</sup> STREET  
RAPID CITY, SD 57701

No. CC040201-03

SUBJECT: Basic Supervision

INSTRUCTOR: Robert Baker, Business Department Chairman

DURATION: Eight weeks with each session consisting of two hours

LOCATION: C/SAC West Training Room in the city building

REFERENCE MANUAL: Books will be billed separately

COST: \$100 PER HOUR  
Total price for class = \$1600  
Continuing Education Unit (CEU) Credit can be provided at no additional charge.

TIME AND DATES: Every Tuesday morning 9:00am-11:00am  
Start date April 10<sup>th</sup>, ending date May 29<sup>th</sup>  
Exception made on April 17<sup>th</sup>, class will be April 19<sup>th</sup>

PROPOSED TOPICS: How to manage your time and set priorities  
Interviewing and hiring techniques  
How to address poor performance  
How to curb absenteeism and tardiness  
How to develop your communication skills  
Making your directions clearly understood  
How to work with difficult people  
How to help your employees succeed  
How to help your employees adjust to change  
How to monitor and not "rule"

NAU CONTACT: Kathy Jones @ 394-4892

CITY CONTACT: Keith L'Esperance @ 394-6620

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Rapid City Administration/Date

  
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National American University/Date

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