

# Lunch & Learn

Workshop Series

## *Supervisory Training*

*Presented By: Tobie L. Gunby, MCDP, CCC, PHR*

**December 18, 2014**

**12:00 pm to 1:15 pm**

\$5.00/person for lunch

JARI Center for Business Development  
160 Jari Drive (Richland Township)

*This Lunch & Learn will provide an insight into the aspects of supervisory training. Ms. Gunby will focus on important topics, such as, being a leader, making decisions & managing employees.*

**JARI**   
**Growing Your Region**

# Supervisory Training

December 18, 2014 at 12 p.m.  
JARI Center for Business Development

## REGISTRANT INFORMATION

Company \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Name \_\_\_\_\_

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

## PARTICIPANTS *(Please use a new form for additional participants)*

1) \_\_\_\_\_ Would you like to

2) \_\_\_\_\_

3) \_\_\_\_\_

4) \_\_\_\_\_

## PAYMENT INFORMATION

# of Participants \_\_\_\_\_ x \$5.00 = \$ \_\_\_\_\_

**TOTAL AMOUNT ENCLOSED \$ \_\_\_\_\_**

**This form is considered your invoice.** Payment should be made prior to the day of the event to reserve your seat.

Checks are to be made payable and mailed to:

**Johnstown Area Regional Industries, Attn: Katie Franklin, 245 Market Street \* Suite 200, Johnstown, PA 15901.**

**Note: No shows and cancellations after December 16, will be billed for any seats that you had reserved that we were unable to fill.**

Please RSVP by December 16, 2014 to **Katie Franklin**

Fax - 814.535.8677 / Email at [kfranklin@jari.com](mailto:kfranklin@jari.com).

Funded in part through a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities will be made if requested at least 2 weeks in advance by contacting Katie Franklin at 814.262.8367.