



Maryanne Vigneaux/Lib
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To: Maryanne Vigneaux/Lib@SUNYSB
cc
bcc: F.Jason Torre/Lib
Subject: Library Bulletin, September 12, 2005, Number 1508

Foundations of Supervising

This comprehensive program focuses on the skills and techniques necessary to be an effective supervisor!

Over a six week period (see schedule below), we will focus on how supervisors can show care and concern for their employees while delegating work, communicating effectively and having thorough knowledge of what their roles and responsibilities are.

Target Audience: This program is highly recommended for **ALL NEW SUPERVISORS** as well as supervisors who have never been formally trained in the supervisory function.

The attached document contains all the details around class dates and times.



FOUNDATIONS OF SUPERVISING.doc

You can register by clicking on the link below:

[REGISTER](#)

Contact Maria Jackson if you have any questions.
Telephone: (631) 632-6102
Fax: (631) 632-2414



NEW PHONE LIST:

Added to the staff is Aimee DeChambeau, our new Electronic Resources, Acquisitions and Access Librarian! Aimee's office is next to Nathan's. Stop by and say hello.



LIBRARY STAFF-PHONE LIST LEGAL SIZE.xls

There are some printed copies in a folder at Maryanne's area in Director's Office.