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RELEASE DATE: September 17, 2008

SUBJECT: Key Techniques for Coaching & Employee Development

**SOURCE: William McDonald, Director of Community Education
866-0300, ext. 8251**

Herkimer, NY—Herkimer County Community College is offering a workforce development class in **Key Techniques for Coaching & Employee Development**.

Attendees will learn techniques to effectively coach and develop employees, including identifying employees' strengths and weaknesses, giving positive feedback, criticism and encouragement; and grooming employees to reach their fullest potential. Topics include: getting new employees off to a fast start, designing an orientation process that will help people understand how their jobs fit into the company's goals and mission, encouraging an employee to take on more responsibility, positively communicating feedback, understanding the keys to motivation and retaining productive employees.

This class will meet Monday, September 29 from 9:00am – 4:30pm. The fee is \$119. For more information and/or a complete list of courses, visit our website at www.herkimer.edu/ce/. Pre-registration is required, and can be completed by calling (315) 866-0300 ext. 8251, Monday through Friday, 8:30 a.m. – 4 p.m.

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FOR MEDIA ONLY—FOR FURTHER INFORMATION CONTACT KATHERINE MONTANO, 866-0300 OR 888-GO 4-HCCC, EXT. 8259.

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