

SUPERVISORY TRAINING PROGRAM

All sessions held on a Wednesday unless otherwise stated

Group A

will meet at MVCC, 1195 E. Alex Bell Road, Centerville

AM SESSIONS: 8:30- Noon

PM SESSIONS: 1-4:30

DATE	SESSION DETAIL	GROUP A
3/25/2009	Fundamentals of Leading Others	AM
	Fundamentals of Leading Others	PM
4/8/2009	Communicating With Style-DiSC	AM
	Fundamentals of Communication	PM
4/22/2009	Giving Constructive Feedback	AM
	Staff Selection	PM
5/6/2009	Setting Performance Standards & Expectations	AM
	Teaching Job Skills	PM
5/27/2009	Taking Corrective Action	AM
	Assessing Employee Performance	PM
6/10/2009	Manage Conflict with Style	AM
	Summary/Evaluations	PM

Group B

will meet at City of Mason, Water Reclamation Plant- 3200 Mason-Morrow-Millgrove Road, Mason

AM SESSIONS: 8:30- Noon

PM SESSIONS: 1-4:30

DATE	SESSION DETAIL	GROUP B
4/1/2009	Fundamentals of Leading Others	AM
	Fundamentals of Leading Others	PM
4/15/2009	Communicating With Style-DiSC	AM
	Fundamentals of Communication	PM
4/29/2009	Giving Constructive Feedback	AM
	Staff Selection	PM
5/20/2009	Setting Performance Standards & Expectations	AM
	Teaching Job Skills	PM
6/3/2009	Taking Corrective Action	AM
	Assessing Employee Performance	PM
6/17/2009	Manage Conflict with Style	AM
	Summary/Evaluations	PM
	Supervisory Graduation Ceremony	6/24/09