



Employment Practices



Special Topics in Supervisory Skills Program

4 Session Series

December 4, 11, 18, 30

Whether you are a first-time supervisor or foreman, or preparing yourself for a promotion later in your career, this training program will help you sharpen your leadership skills and bolster your confidence as you go forward with your current and future responsibilities.

This is a 4- Session Series

Participants must be present and on camera for all 4 sessions to receive credit.

Registration for session 1 will automatically register you for all 4 sessions. Participants must be present and on camera for all 4 sessions to receive credit.

The series consists of the following topics:

Session 1: Transitioning to a Supervisory Position

- Transitioning to foreman or supervisor
- Stages of skill development
- Supervising former co-workers
- Developing self-confidence

Session 2: Establishing Roles and Responsibilities

- Roles, responsibilities and expectations
- Establishing credibility and trust
- Decision-making styles
- Delegating and giving instructions

Session 3: Supervisory Communication Skills

- "Training on the fly"
- Effective listening skills
- Communicating with different personalities
- Empathy: sensitivity to other people's feelings
- Moving from supervisor to leader

Session 4: Dealing with Challenging Employees

DATE & TIME

Dec 4, 11, 18, 30

All sessions: 1:30 PM- 3:00 PM

LOCATION

Virtual - link to join will be sent

Register Here



PRESENTER

Rockie Blunt
EdD, president of
Blunt Consulting
Group, has built a
reputation as a
dynamic presenter

and skillful facilitator. The cornerstone of his approach is establishing a comfortable, supportive atmosphere in which his clients develop self-confidence and enhance their capacity to learn. Rockie's approach is summed up this way: "I don't teach people. I help them learn."

He has a bachelor's degree from Yale University, a master's from Clark University, and a doctorate in Human Resource Education from Boston University.

- An overview of the different generations
- Following a problem-solving method
- Having difficult conversations

Reward Credits Participation in this entire webinar series qualifies the MIIA member for 1% MIIA Rewards credit under the Public Officials, School Board or Law Enforcement category.

Accommodations For alternative formats, and reasonable modification requests please contact [us](#).

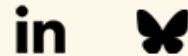
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