



# Employment Practices



## Special Topics in Supervisory Skills Program

### 4 Session Series

January 8, 15, 21, 29

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”

#### DATE & TIME

Jan 8, 15, 21, 29

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.

- 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

- 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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