



## Special Topics in Supervisory Skills Program for DPW Foremen/Supervisors

To participate in this series you must commit to all 4 sessions.

### Session One

Thursday, April 6, 2023

1:00 p.m. - 2:30 p.m.

This session automatically registers you for the entire series

(April 6, 13, 20, 27)

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

**All participants must also remain on camera the entire time.**

[Register here for entire series](#)

**Participation in entire series qualifies member for 1% Rewards credit in Public Officials, School Board or Law Enforcement Liability category**



This is a 4- part series. MIIA Rewards credit will only be awarded for participation in the entire series.

Registration for session one will automatically register you for all 4 sessions. These sessions are very interactive so in order to receive a training certificate, all participants must remain on camera



### Rockie Blunt

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.

## **SESSION ONE: TRANSITIONING TO A SUPERVISORY POSITION**

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

## **SESSION TWO: ESTABLISHING ROLES AND RESPONSIBILITIES**

- Clarifying roles, responsibilities and expectations
- Decision-making styles
- Establishing credibility and trust

## **SESSION THREE: SUPERVISORY COMMUNICATION SKILLS**

- Effective listening skills
- Communicating up, down and across your department
- Good news, bad news and persuasive communication
- Leadership communication

## **SESSION FOUR: DEALING WITH CHALLENGING EMPLOYEES**

- Following a problem-solving method
- Dealing with challenging employees
- Having difficult conversations

