



Special Topics in Supervisory Skills Program (4- part series)

Participants must participate on camera individually

Whether you are a first-time supervisor 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 - part series.

We ask that all registrants commit when registering to attending the entire series.

Session one- April 21, 2022 , Session 2, April 28, 2022,

Session 3, May 5, 2022 Session 4, May 12, 2022

All sessions: 1:00 p.m. – 2:30 p.m.

(Registration for Day 1 will automatically register you for the entire series)



This is a 4- part series. **MIA 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
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SESSION TWO: ESTABLISHING ROLES AND RESPONSIBILITIES

- Clarifying roles, responsibilities and expectations
 - Decision-making styles
 - Establishing credibility and trust
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SESSION THREE: SUPERVISORY COMMUNICATION SKILLS

- Effective listening skills
 - Communicating up, down and across your department
 - Good news, bad news and persuasive communication
 - Leadership communication
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SESSION FOUR: DEALING WITH CHALLENGING EMPLOYEES

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