



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

**“Special Topics in Supervisory Skills” Program for DPW Foremen/Supervisors**

**This is a 4 part virtual series (zoom format)**

**Registration for Session 1 of this series automatically registers you for all 4 days  
(Virtual format)**

**This is a highly interactive course so you must remain on camera and participate  
individually**

**Session 1, November 4, 2021, Session 2, November 18, 2021,  
Session 3, December 2, 2021 and Session 4, December 9, 2021,  
1:00 p.m. – 2:30 p.m. (each session)**

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.



This is a 4- part virtual training series for DPW Foremen/ Supervisors. 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
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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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