

What is it?

A workshop series designed to build confidence and expertise in managing and supervising others. Delivered in a practical format including face to face and web conferencing.

Who is it for?

Beginner Strand: For new supervisors, team leads, or those with the potential to take on supervisory roles.

Intermediate Strand: For those who have previously participated in the beginner strand or for those with supervisory experience.

Advanced Strand: For those who are experienced supervisors and are looking to expand their skills and knowledge.

What are the benefits?

For Participants: Better understanding of basic supervision, skills to solve problems, improve team performance, increased understanding and confidence in role as a supervisor.

For School Districts: Improved leadership, enhanced performance, improved staff retention and employee engagement.

Cost:

SWWC MEMBER:

- \$75 – Face to Face on September 26th or December 10th. Includes morning refreshments and lunch.
- \$45 – Per Webinar OR \$450 for the entire series (10 web sessions and 1 face to face day)

SWWC NON MEMBER:

- \$100 – Face to Face on September 26th or December 10th. Includes morning refreshments and lunch.
- \$65 – Per Webinar OR \$600 for the entire series (10 web sessions and 1 face to face day)



Supervisory Basics Leadership Series 2019-20

BEGINNER STRAND

DATE	TIME	FORMAT	TOPIC	PRESENTER(S)
September 26 th	9:00 am- 1:30 pm	Face to Face Red Baron Arena & Expo, Marshall	<u>The Supervisor's Toolbox and Supervisory Basics</u> - Understanding Your Leadership Style - Motivating Every Employee - Managing Unwanted Behaviors - Communicate Like a Leader - The Law and Compliance Basics	Abby Polzine
October 24 th	2:30 pm – 3:30 pm	GoTo Webinar	<u>ADA Basics and the Interactive Process</u>	Abby Polzine
November 12 th	1:30 pm – 2:30 pm	GoTo Webinar	<u>Worker's Compensation and FMLA Basics</u>	Elizabeth Sullivan
December 10 th	9:00 am- 1:30 pm	Face to Face Marshall SWWC <i>*Repeat of September 26th* Face to Face</i>	<u>The Supervisor's Toolbox and Supervisory Basics</u> - Understanding Your Leadership Style - Motivating Every Employee - Managing Unwanted Behaviors - Communicate Like a Leader - The Law and Compliance Basics	Abby Polzine
December 17 th	2:30 pm – 3:30 pm	GoTo Webinar	<u>Off Duty Misconduct</u>	Kristi Hastings, Pemberton Law, PLLP
March 12 th	1:30 pm – 2:30 pm	GoTo Webinar	<u>Minimizing Workplace Negativity</u>	Abby Polzine
May 14 th	1:30 pm – 2:30 pm	GoTo Webinar	<u>Hiring Pitfalls and How to Avoid Them</u>	Abby Polzine

INTERMEDIATE STRAND

DATE	TIME	FORMAT	TOPIC	PRESENTER(S)
November 5 th	1:30 pm – 2:30 pm	GoTo Webinar	<u>Role of the Manager in the #MeToo Era</u>	Kristi Hastings, Pemberton Law, PLLP
February 13 th	1:30 pm – 2:30 pm	GoTo Webinar	<u>Conduct Stay Interviews and Retain your Employees</u>	Abby Polzine
April 14 th	1:30 pm – 2:30 pm	GoTo Webinar	<u>Separation of Employment</u>	Elizabeth Sullivan

ADVANCED STRAND

DATE	TIME	FORMAT	TOPIC	PRESENTER(S)
January 21 st	1:30 pm – 2:30 pm	GoTo Webinar	<u>Behavioral Based Interviewing</u>	Abby Polzine
April 28 th	2:30 pm – 3:30 pm	GoTo Webinar	<u>10 Steps to Become a Workplace Investigation Pro... And 5 Mistakes to Avoid</u>	Kristi Hastings, Pemberton Law, PLLP