

Stepping up to Supervision

If you are new to supervision or you are looking to advance to a supervisory position, then register for this one-day course, to get ready for supervising others in state government. Participants will examine the skills essential to effective supervision, discuss the opportunities and challenges associated with supervision and consider possible situations that supervisors encounter.

This one-day course will provide individuals with an overview of personal, interpersonal and administrative skills needed to be a successful supervisor. These skills include leadership, communication, time management, resource management, performance management, group process, and state policies and procedures resources. The purpose of the course is to provide participants with a general understanding of competencies that can help with the challenges and situations of supervision. Individuals will have time to practice using interpersonal skills with their peers and reflect on their strengths and areas to work on by accessing professional development supports the state provides.

Unless otherwise noted, all classes will be held at CAPS, 32 College Street, Montpelier	
Location:	CAPS
Time:	9:00 – 4:00
Cost:	\$110.00
Course Code:	040027
Session Code:	Date specific: See Electives calendar for session code
Instructor:	Shari Lynn
Registration Deadline:	5 business days in advance of the course