



Succeeding as a First-Time Supervisor

Wednesday, March 10, 2010, at the UVa Richmond Center, 8:30 am–3:30 pm



Program Preview

You have just been promoted to a supervisory position. What next? Although you excelled in your previous job, your skills may not be exactly the ones you'll need to make a good supervisor. This seminar will help ease your move into management and increase your chances of success. You'll learn how to handle difficult personnel problems, confront a crisis with confidence, and keep your staff motivated, focused, and productive. You'll come away with strategies that you can apply immediately.

This class will help you to

- ▼ examine supervisory styles, roles, and responsibilities
- ▼ analyze strategies for delegating for successful results
- ▼ learn approaches to develop initiative, risk taking, and trust in your staff
- ▼ discover techniques for problem solving, decision making, and conflict management
- ▼ develop methods for motivating, rewarding, and recognizing employees
- ▼ establish a progressive discipline program
- ▼ find out the latest changes in employment laws

About the Trainer

Jimmy Powell is a learning consultant with Chesterfield University where he teaches courses through the university's schools of Quality and Continuous Improvement, Leadership and Personal Effectiveness, and Policy and Practice. He also delivers the county's new employee orientation program and serves on the board of the School of Policy and Practice.

Jimmy's role includes developing learning strategies and initiatives and the design and delivery of blended learning solutions. Prior to joining Chesterfield University, he designed and developed educational products, including web-based training, and helped to implement workforce development strategies and competency models. Jimmy holds a Ph.D. in adult learning and human resource development from Virginia Tech.

www.VaInstituteofGovernment.org

Who Should Attend

Those who are new to a supervisory role, oversee the work of one or more employees, or wish to increase their knowledge and skills as first time leaders.

Program Details

Date & Time

Wednesday, March 10, 2010, 8:30am – 3:30pm

Location

U.Va. Richmond Center
2810 N. Parham Road, Ste 300, Richmond, VA 23294
804/662-7464
<http://www.scps.virginia.edu/Richmond>

Travel Directions

Visit: <http://scps.virginia.edu/maps/ridirections.htm>

Cost

\$100 includes lunch. Payment or PO# must accompany registration

Discount

Send three, the fourth is free—For every three registrants from the same organization, the fourth person can attend at no cost. (All registrations must be submitted together.)

Cancellation

A \$20 fee will be charged for cancellations prior to March 3. After that date registrants will be charged the full registration fee.

Questions?

Contact at (804) 371-0202 or email chrisj@virginia.edu

New Online Registration!

Please call Chris Johnson at (804) 371-0202 for your account password then you can register online at <http://www.coopercenter.org/customer-portal>

Registration Form

Please submit only one name per registration form.

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Name _____

Title _____

Locality _____

Address _____

City _____

State _____

Zip _____

Phone _____

Fax _____

Email _____

Please indicate any special dietary or physical needs.

Make checks payable to: *Virginia Institute of Government, U.Va.*

___ check enclosed

___ check to be mailed

___ PO # _____

Fax registration form to (804) 371-0234 or mail to

Virginia Institute of Government, U.Va.

700 East Franklin Street, Suite 700

Richmond VA 23219

Attn: Chris Johnson



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Billing Information () Check here if same as above

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