



Supervisory Professional Development Opportunities

Held at Lakes Country Service Cooperative

9:00am to 3:00pm - Lunch on your own

COST: \$125/member per day \$140/non-member per day

**Wednesday
August 29, 2018**

Position Yourself As A Leader

Congratulations! You are the NEW supervisor! Now what? In this workshop, you will learn how to position yourself as the new supervisor. This can take some time, yet it needs to be managed clearly and thoughtfully. Change is afoot. You may be new to the organization, or you may have been working side-by-side with those who you are now going to supervise. Either way, visualize your new role and learn new skills that help you ensure success. First, is looking in the mirror and deciding how you want to look to others. Also important to starting off on the right foot is helping employees understand the expectations of their job, the new expectations of your job, expectations of the department and your customers.

Basic Guidelines for Communication

People expect their leaders to be good communicators. What does that mean? We'll learn what people expect us to communicate and ways to communicate effectively. We'll also brush up on the basic skills of listening and asking questions. Learn, too, techniques of communicating about difficult situations. Improving communication skills will give supervisors an advantage in today's business environment. Successful communicators are successful leaders!

**Thursday,
October 11, 2018**

Stretching Your Team to Even Greater Performance

Leaders need their teams to stretch and grow and push their performance edges. Discover techniques that help you help your employees move beyond their traditional role. Organizational growth and change demands that employees continue to grow and change along with the organization. Stagnation and apathy can set in if employees stay within their familiar limits. This workshop will help you become an even better coach - challenging employees to spread their wings!

Interview and Appraise

Dig deeper than that resume! Discover not only what a candidate can do, but how they do it. Learn techniques that help you move from "hoping I got a good one" to "knowing you got a good one". And, once you've narrowed your candidate pool to two or three, discover ways to help you make that final critical choice. Nearing is the dreaded day when you have to do an appraisal. Most of us don't just love this. Discover techniques that will help you appreciate this valuable time you have with an employee and make it a meaningful opportunity for everyone.

ABOUT THE TRAINER: Debbie Johnson - Corporate Development Trainer, Minnesota State Community and Technical College

For more information, contact Holly Witt at 218-737-6515 or email hwitt@lcsc.org
To register, visit www.lcsc.org/workshops