



# Supervisory Skills and Development

## SCHEDULE OF COURSES Fall 2017

### **So You Are A Supervisor Now: Transitioning Into A Supervisor Role** **September 26, 2017 - Westminster, Westminster Municipal Service Center**

*Supervisory Roles and Responsibilities* - The objective of this course is to discuss and explore the changes in relationships and personal challenges that may occur when one is promoted to and starts the role of supervisor. This is a discussion seminar in which participants focus primarily on the differences between subordinate and supervisory roles.

### **Successful Employees Make Successful Supervisors** **September 27, 2017 - Westminster, Westminster Municipal Service Center**

*Dealing With Employees, Managing for Success* - This course takes a look at the characteristics of effective supervisors as project leaders, motivators, coaches, and team-builders.

### **The Do's & Don'ts: Legal and Liability Issues** **October 4, 2017 - Grand Junction, Clarion Inn**

*Cover Your Assets before You Get Burned* - This course will offer insight into the fundamentals of the legal system, considering the application of state and federal laws, discussions of claims, discrimination, sexual harassment, lawsuit language, etc. This class provides the opportunity for discussion of questions and concerns.

### **A Whole New World: Nuts & Bolts of How Government Works** **November 14, 2017 - Grand Junction, CDOT Mesa Conference Room**

*Local & State Government Operations* - This course will help new supervisors become familiar with local government jurisdictions, the structure of local government entities (State, County, City, etc.), the major roles and functions of officials, revenue sources, budgeting, and navigating the political system.

## REGISTRATION

The cost of each SSDP class is \$75 per person and includes room rental fees, instructor's fees, class materials, and lunch. Participants will receive an SSDP binder at their first class. This notebook includes a check list of courses and dividers in order to maintain handouts from each class. It is intended for this notebook to serve as a reference manual after completion of the program.

## SCHOLARSHIPS

APWA & CARSE have provided money for scholarships and interested individuals should contact the CLTAP office for details.