



# Supervisory Skills and Development

## SCHEDULE OF COURSES Spring 2017

### Developing the Leader Within

**January 26, 2017 - Westminster Rec Center, Westminster**

Taking a look at some of the new challenges facing leaders, this course considers topics such as: assessing personal strengths and opportunities; developing personal vision, mission, and goals; handling conflict; managing stress; and more.

### Ethical - Do You Know What That Means?

**March 8, 2017 - Municipal Service Center, Westminster**

Considering the practice of making principled choices between right and wrong, this course will help teach you how to make better decisions by asking questions: Who needs to be concerned with ethics?, What motivates people?, What areas do we need to be aware of?, What kind of trouble can we get into?, and Who else is governed by ethics?

### Dealing with People - Who's Coming Through The Door Today?

**March 22, 2017 - CDOT, Grand Junction**

Attendees will learn about the ever-changing workplace and how this diversity affects working relationships and communication styles. The class will look at different generations, work styles, personalities, cultures, and gender that make up the unique workplace of today.

### Written Communications

**April 6, 2017 - Municipal Service Center, Westminster**

Addressing the importance of good business writing, this course will cover: writing as marketing, sentence structure, writing styles, editing practices, critiquing techniques, and common errors made in writing.

### Verbal Communication

**April 25, 2017 - CDOT, Grand Junction**

This class focuses on strategies to improve interpersonal relationships at work by understanding the two way communication cycle, how to overcome communication barriers, and the responsibilities of both the speaker and listener, helping attendees learn to organize thoughts, to speak concisely, and ensure understanding.

## REGISTRATION

The cost of each SSDP class is \$75 per person and includes room rental fees, instructor's fees, class materials, and lunch. APWA & CARSE have provided money for scholarships and interested individuals should contact the CLTAP office for details. Participants also receive at their first class an SSDP binder. 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.