



# Fundamental Supervisory Practices-Week I

February 6-10, 2023

9:00AM - 12:00PM

ONLINE

## **Monday, February 6**

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**8:30AM Check-in/Log-in**

**9:00AM Setting the Context**

**Carolyn Miller (and Asila Calhoun)**

- Welcome, Introductions and Expectations
- Overview of Program/Program Expectations/Learning Partner
- Learning Agility and its importance for this program
- Learning Model overview
- Stakeholder Identification Activity
- Public Service-a calling and the role of government
- Supervision in the public sector

**12:00PM Instructions for Tomorrow and Adjourn**

**Post-Class Assignment:**

- Complete the Skills needed for Supervision Worksheet

## **Tuesday, February 7**

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**8:30AM Mix-n-Mingle Rooms**

**9:00AM Skills Needed to Be An Effective Supervisor** **Carolyn Miller (and Asila Calhoun)**

- Skills needed for supervision
- Behaviors of the Best and Worst Supervisors
- Moving from Buddy to Boss
- Establishing Trust and Credibility with your Direct Reports
- Working with your Learning Partner

**12:00PM Instructions for Tomorrow and Adjourn**

**Post-Class Assignment:**

- Meet with learning partner to discuss Day 1-2 Reflection Questions
- Read through your True TILT profile and bring to class tomorrow

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## **Wednesday, February 8**

**8:30AM Mix-n-Mingle Rooms**

**9:00AM Your True TILT and How to Use it**

**Eleanor Green (and Asila Calhoun)**

- Getting Comfortable with Learning New Things about yourself
- The TILT model and you
- Why TILT?
- Exploring True Tilt patterns

**12:00PM Instructions for Tomorrow and Adjourn**

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## **Thursday, February 9**

**8:30AM Mix-n-Mingle Rooms**

**9:00AM Your True TILT and How To Use it, Cont'd**

**Eleanor Green (and Asila Calhoun)**

- Why do I sometimes react that way?
- Choosing Conscious, balanced responses
- How to TILT to context
- Personal Development Planning

**12:00PM Instructions for Tomorrow and Adjourn**

**Post-Class Assignment:**

- Complete the Navigating Legal Issues True/False Questionnaire prior to Day 5 class

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## **Friday, February 10**

**8:30AM Mix-n-Mingle Rooms**

**9:00AM Navigating Legal Issues**

**Rick Rocchetti (and Asila Calhoun)**

- Identify the legal issues and key employment laws you have to navigate as a supervisor.
- Review EEOC protected classes and review best practices to prevent discrimination claims.
- Discuss strategies for creating a productive and safe working environment free from harassment.
- Evaluate common employment situations and determine possible response strategies and resources needed for an appropriate response.

**12:00PM Instructions for Week II and Adjourn**

**Post-Class Assignment:**

- Complete your Guiding Principles Worksheet
- Complete your FSP Week One Personal Development Plan
- Meet with your learning partner prior to Week 2 to discuss Days 3-5 Reflection Questions and share your FSP Guiding Principles to get feedback