Fundamental Supervisory Practices-Week I
September 12-16, 2022
9:00AM - 12:00PM
ONLINE

Monday, September 12
8:30AM  Check-in/Log-in

9:00AM  Setting the Context  Dale Smith (and Eleanor Green)
• 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:  All documents are in the Assignments Packet
• Complete the Skills needed for Supervision Worksheet

Tuesday, September 13
8:30AM  Mix-n-Mingle Rooms

9:00AM  Skills Needed to Be An Effective Supervisor  Dale Smith (and Eleanor Green)
• 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:  All documents are in the Assignments Packet
• Meet with learning partner to discuss Day 1-2 Reflection Questions
• Read through your True TILT profile and bring to class tomorrow
Wednesday, September 14
8:30AM Mix-n-Mingle Rooms

9:00AM Your True TILT and How to Use it Asila Calhoun (and Eleanor Green)
- 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

Thursday, September 15
8:30AM Mix-n-Mingle Rooms

9:00AM Your True TILT and How To Use it, Cont’d Asila Calhoun (and Eleanor Green)
- 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: All documents are in the Assignments Packet
- Complete the Navigating Legal Issues True/False Questionnaire prior to Day 5 class

Friday, September 16
8:30AM Mix-n-Mingle Rooms

9:00AM Navigating Legal Issues Carolyn Miller (and Eleanor Green)
- 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: All documents are in the Assignments Packet
- 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