Monday, March 8
8:30AM  Check-in/Log-in

9:00AM  Setting the Context  Dale Smith (and Rick Rocchetti)
  • 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
  • Citizens vs. Customers

12:00PM  Instructions for Tomorrow and Adjourn

Tuesday, March 9
8:30AM  Mix-n-Mingle Rooms

9:00AM  Skills Needed to Be An Effective Supervisor  Dale Smith (and Rick Rocchetti)
  • 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 Homework Packet
  • Meet with learning partner to discuss Reflection Questions
  • Read through your True TILT profile
Wednesday, March 10
8:30AM  Mix-n-Mingle Rooms

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

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

Eleanor Green (and Rick Rocchetti)

12:00PM  Instructions for Tomorrow and Adjourn

Thursday, March 11
8:30AM  Mix-n-Mingle Rooms

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

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

Eleanor Green (and Rick Rocchetti)

12:00PM  Instructions for Tomorrow and Adjourn

Post-Class Assignment:  All documents are in the Homework Packet

• Complete your Personal Development Plan prior to Day 5 class
• Complete the Navigating Legal Issues True/False Questionnaire prior to Day 5 class
• Work on The Guiding Principles Document between the two weeks. It will be due on the Monday of week II.

Friday, March 12
8:30AM  Mix-n-Mingle Rooms

9:00AM  Navigating Legal Issues  

• 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.
• Creating your personal development plan to assist in the transfer of training from the classroom to the job.

Eleanor Green (and Rick Rocchetti)

12:00PM  Instructions for Week II and Adjourn

Post-Class Assignment:  All documents are in the Homework Packet

• Complete your TILT personal development plan
• Clarify your guiding principles and complete your FSP Week One development plan
• Meet with your learning partner prior to Week 2 to share your FSP development plan and get feedback