Fundamental Supervisory Practices-Week I  
**September 13-17, 2021**  
9:00AM - 12:00PM  
ONLINE

**Monday, September 13**  
**8:30AM** Check-in/Log-in

**9:00AM** Setting the Context  
Asila Calhoun (and Dale Smith)  
- 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, September 14**  
**8:30AM** Mix-n-Mingle Rooms

**9:00AM** Skills Needed to Be An Effective Supervisor  
Asila Calhoun (and Dale Smith)  
- 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

**Wednesday, September 15**  
**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
Thursday, September 16
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

Friday, September 17
8:30AM  Mix-n-Mingle Rooms

9:00AM  Navigating Legal Issues  Eleanor Green (and Dale Smith)
  • 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.

12:00PM Instructions for Week II and Adjourn