



the John Scott Dailey
**FLORIDA
 INSTITUTE OF
 GOVERNMENT**
 at Florida Atlantic University

Supervision in Government

A 'New Supervisor' Training Series

WHAT:

For over 15 years, *Supervision in Government* has been offered throughout Broward County to new supervisors or supervisors new to government. This unique program specifically addresses similar agency issues, workforce changes, and varying performance standards within government. Participants learn how to develop and coach staff while working within specific guidelines, policies, and collective bargaining agreements common to many public organizations. They will have an opportunity to network with other governmental supervisors and share practical ideas for managing employee performance. The series includes the following eight 3.5 hour modules:

- Day 1 Module 1 - Transitioning from Employee to Supervisor
- Module 2 - Interviewing and Hiring Within Legal Boundaries
- Day 2 Module 3 - Legal Side of Supervision
- Module 4 - Communicating in the New Role
- Day 3 Module 5 - Performance Management for Results
- Module 6 - Coaching through Feedback
- Day 4 Module 7 - Progressive Discipline
- Module 8 - Delegating With Empowerment



WHO:

New Supervisors or Supervisors New to Government

HOW:

This series is designed to provide four full days of training with two sessions offered each day. The interactive classroom training will involve hands-on application and job aids will be used to reinforce the skills back on the job. Thirty-minute job application assignments will transfer the learning back to each participant's agency.

WHEN:

2017 SPRING SERIES: Thursdays, Morning Sessions- 8:30-12:00; Afternoon Sessions- 1:00-4:30

DAY 1 – MARCH 8 - Module 1 & 2

DAY 2 – MARCH 15 - Module 3 & 4

DAY 3 – MARCH 22 - Module 5 & 6

DAY 4 – MARCH 29 -Module 7 & 8

WHERE:

Hosting City – City of Palm Beach Gardens, 10500 N. Military Trail, Palm Beach Gardens 33410

COSTS:

\$450 per participant; inclusive of materials, morning refreshments, Certificate of Completion, 28 Continuing Education hours, 2.8 CEUs

TRAINERS:

Bach Training & Development Training Team... More than 30 years of government training experience!

REGISTRATION:

Complete the attached form or contact

Sue Dean

The John Scott Dailey Florida Institute of Government at FAU

(561) 297-3749

sdean@fau.edu

CLASS SIZE IS LIMITED AND WILL BE FILLED ON A FIRST-COME, FIRST-SERVE BASIS.

Registration Form

Advance registration is required. Registration deadline is February 22. A check, purchase order (PO), or credit card payment is necessary to guarantee registration. This program fills up quickly and there is limited seating available so we urge you to register as soon as possible.

Online: Register at <http://www.fiog.fau.edu>

By Mail: Print this registration form and send it and a check or PO, payable to FAU, to:
The John Scott Dailey Florida Institute of Government at FAU
Building 44, Room SO 108
777 Glades Road
Boca Raton, FL 33431-0991

By Credit Card: We are now able to accept payments by agency credit/purchasing card and credit card payments from individuals. If you wish to pay in this manner, please call us at 561/297-3749.

Fees: The registration of **\$450** includes course materials, morning refreshments, and a Certificate of Completion (for those who meet participation requirements).

Confirmation: Confirmation and driving directions will be mailed upon receipt of your registration form.

Please use a separate form for each participant (duplicate as needed).

Name: _____
Title: _____
Organization: _____
Address: _____

City/Zip Code: _____
Telephone/email: _____

For assistance: Contact The John Scott Dailey Florida Institute of Government at FAU by Phone: 561/297-3749; E-mail: sdean@fau.edu

Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$75.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel this program; in that case, the registration fee will be refunded in full. Please call us at least seven days in advance if you require reasonable accommodation under the Americans with Disabilities Act.

IOG use only: Check _____ PO _____ Receipt _____ Ack. _____
