



Supervisor/Manager Academy

Hands-On Leadership Skill Building
-Designed for New or Experienced Leaders in Local Government
-By Trainers with Extensive Experience in Local Agencies

Coming Fall 2015

LEARNING OUTCOMES/

SKILL BUILDING IN:

- Getting Work Done Through People
- Engaging Employees to Create a Positive & Productive Workforce
- Understanding the Many Hats of Supervisors/Managers
- Situational Leadership
- 3 Keys to Communicate Effectively as a Leader
- How to Conduct Difficult Workplace Conversations
- Leading Proactively
- Creating a Culture of Accountability
- Managing Performance
 - Encouraging Success
 - Performance Coaching
 - Positive Discipline
 - Performance Evaluations

“This Academy was by far the most helpful and interesting training I have attended”

-Academy Graduate

“The Academy makes you sit back and analyze your situation personally and strive to make positive changes”

-Academy Graduate

Dates: September 23, October 21, November 18
Time: 9:00-3:30 pm
Location: Dublin City Hall, 100 Civic Plaza, Dublin, CA 94568
Includes: Lunch, Performance Management Guide, Follow-up Coaching, Certificate of Completion
Tuition: \$750 per Person for all 3 days
Registration: Email- Danielle Oliveira, doliveira@rgs.ca.gov
For Questions about the Academy: Email- Anne Oliver aoliver@rgs.ca.gov, Sally Rice srice@rgs.ca.gov, Or Call (650) 587-7309