



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 Winter 2016

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:

February 10
March 9
April 6

Time:

9:00-3:30pm

Location:

Danville Town Meeting Hall
201 Front Street
Danville, CA 94526

Includes:

Lunch
Performance Management Guide
Follow-up Coaching
Certificate of Completion

Tuition: \$750 per Person for all 3 Non-Consecutive 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