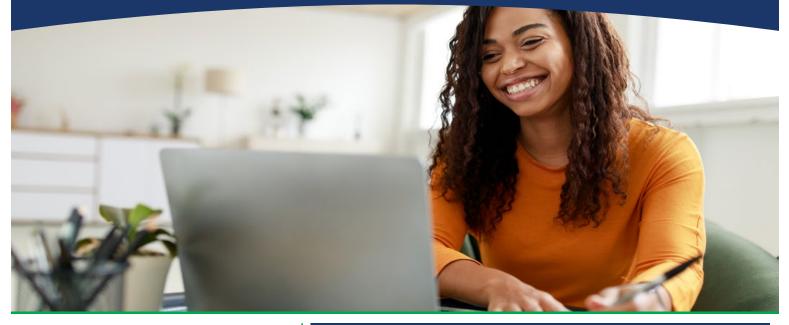


SUPERVISOR/MANAGER ACADEMY Foundations of Leadership

ONLINE WINTER 2024



- DATES: Tuesday, January 23 (Must register by this date) Tuesday, February 6 Tuesday, February 20 Tuesday, March 5 Tuesday, March 19 Tuesday, April 2
- TIME: 8:30am 11:30am PST
- LOCATION: Zoom (See back for connection requirements)
- **TUITION:** \$1,050 per Person (for above 6 training dates)

INCLUDES:

- Electronic Binder of Course materials and handouts

- Performance Management Guide
- Certificate of Completion

REGISTRATION: CLICK HERE

FOR QUESTIONS:

Yolanda Taylor ytaylor@rgs.ca.gov 650.587.7300 x53 Develop Your Leadership Skills Remotely from Home or Work with RGS' Virtual Leadership Academy

LEARNING OUTCOMES/SKILL BUILDING IN:

- Getting Work Done Through People
- Engaging Employees to Create a Positive & Productive Workforce
- Exploring the Many Roles of Supervisors/Managers
- Identifying Leadership Levels
- Building Power and Influence
- Communicating Effectively as a Leader
- Conducting Difficult Workplace Conversations
- Leading Proactively
- Creating a Culture of Accountability
- Managing Performance
- Coaching for Success

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

- Academy Graduate

"This Academy was by far the most helpful and interesting training I have attended."

WWW.RGS.CA.GOV

- Academy Graduate



SUPERVISOR/MANAGER 6-DAY ACADEMY SYLLABUS

Designed for New or Experienced Supervisors or Managers in Local Government by Trainers with Extensive Experience in Local Agencies

Learning Outcomes Include: Getting Work Done Through People, Engaging Employees, Creating a Positive and Productive Workforce, Exploring Leadership Roles and Levels, Building Power and Influence, Communicating Effectively, Conducting Difficult Conversations, Leading Proactively, Creating a Culture of Accountability and Managing Performance.

Role of the Leader	The Language of Leadership	Performance Management
DAY 1:	DAY 3:	DAY 5:
 Use Mission/Values to Focus Employee Performance Be Familiar with Key Leadership Roles Using Inquiry as Strategy for Effective Coaching Building Power and Influence 	 Attributes of Great Communicators Aiming for Mutual Understanding Engaging in Strategic Listening Communicating Interests Your Communication Style Assessment Understanding and Flexing Your 	 Impact of the Supervisor Understanding the Parameters of Your Position Defining Your Impact on End Results Learning the Impact of Labeling Creating a Culture of Accountability
DAY 2:	Communication Style	
 Giving Constructive Feedback 		DAY 6:
 Strategy for Coaching Learn How Successful Leaders Make Decisions Set Personal Goals for Creating a Positive Work Culture Eight Qualities of Effective Leaders 	 DAY 4: Skill Building in Workplace Conversations The Cost of Tension and Conflict Having Difficult Conversations o Preparation o Surfacing the Issues o Moving Toward Agreement 	 Your Role in the Performance Management Process The Performance Management Cycle Establishing Performance Goals Coaching for Performance Steps of Progressive Discipline

Academy Requirements:

These Academy sessions are highly interactive virtual classrooms. They require attendee participation and attention. Attendees will participate in small group breakout room discussions and will be asked to share audio and video at times during the course. Please treat employees attending as if they are away at training and allow them time to focus and participate without job demands or multi-tasking.

The Academy is conducted using Zoom. RGS recommends you download the Zoom application for best results.

Additional requirements include a strong internet connection (LAN cable preferred) and a computer/laptop or tablet. A headset is required if your device does not have a built-in microphone. We also require that you connect from an environment that allow you to speak out loud, listen without distraction, and share your webcam occasionally.