



SUPERVISORY SKILL TRAINING

BAD RIVER HOUSING AUTHORITY
RED ROAD LEADERSHIP CONSULTING

SEPT 8-9, 2014

Mid & advanced level manager/supervisor training how to be a more effective supervisor and to promote team cohesiveness in your program and organization.

- Learn how to create a supportive environment, build teams, and provide individual supervision.
- Understand the Hiring, Performance Review, and Termination Process
- Learn how to communicate effectively
- Learn how to conduct effective meetings

Cost per attendee:
\$225

Registration deadline:
Sept 5, 2014 at 2 pm

Registration form attached or call
Bad River
Housing Authority
682-2271

Day 1	
8:30 – 8:50	Opening Prayer and Introductions
8:50 – 9:00	Objectives and Four Agreements
9:00 – 9:45	Differences Between Leadership and Management
9:45 – 10:15	Leadership Exercise
10:15 – 10:30	Break
10:30 – 11:15	Employment Practices that Strengthen Tribal Laws
11:15 – 11:30	Supervising towards Organizational Goals and Objective
11:30 – 12:00	Creating a Supportive Environment
12:00 – 1:00	Lunch on your own
1:00 – 1:20	Teambuilding: Creating a Shared Vision
1:20 – 1:50	Talent Management
1:50 – 2:20	Staff Supervision
2:20 – 2:40	Orienting New Team Members - 90 Day Probation
2:40 – 2:55	Break
2:55 – 3:05	Icebreaker
3:05 – 3:25	Performance Reviews
3:25 – 3:45	Progressive Discipline
3:45 – 4:15	Discipline Case Scenarios Exercise
4:05 – 4:20	Termination Process
4:20 – 4:30	Take-Aways
4:30	Adjourn

Day 2	
8:30 – 8:45	Opening Prayer, Reflections from Day 1
8:45 – 9:00	Leading from the Middle
9:00 – 9:30	Work Smarter not Harder: Delegating your Authority
9:30 – 10:00	Ethics in the Workplace
10:00 – 10:15	Break
10:15 – 11:00	Supervision Case Scenarios Exercise
11:00 – 11:15	Dealing with Organizational Change
11:15 – 12:00	Effective Communication Skills
12:00 – 1:00	Lunch on your own
1:00 – 1:30	Gender Exercise on Communication
1:45 – 2:15	How to Resolve Conflicts in a Good Way
2:15 – 2:45	Win/Win Approach Exercise
2:45 – 3:00	How to Conduct Effective Meetings
3:00 – 3:15	Break
3:15 – 3:20	Icebreaker
3:20 – 4:00	Walking in Balance: Self-Care
4:00 – 4:15	Supervision Action Plans
4:15 – 4:30	Take-Aways and Evaluations
4:30	Adjourn

Location: Bad River Convention Center, Odanah, WI

