

# Supervisory Roads Scholar Workshops: 8 hours credit



Disclaimer: The town acknowledges and accepts that its participating representatives are acting in their scope of employment while attending this workshop.

#### Cancellation Policy

If you need to cancel your registration, please call us since we often have waiting lists for classes. Someone may substitute for you at any time. We will notify registrants if the workshop needs to be cancelled for any reason. If you have any concerns about the weather or other circumstances that may affect the workshop please call 802-828-3537.

Photos/Videos: By registering for this workshop, you understand and agree that VLR will be taking photos and may publish them in any format or media without additional permission from you if you are in the photo.

**2017 workshop series presented by the Vermont Local Roads Program.**

**Sponsored jointly by the Federal Highway Administration and the Agency of Transportation.**



Please register me for the **"Supervisory!"** workshop:

Name \_\_\_\_\_

Town Address \_\_\_\_\_

Municipality/District/Agency \_\_\_\_\_

Area Code/Phone \_\_\_\_\_

Email \_\_\_\_\_

Wednesday, April 12, 2017 - Communication & Conflict Management  
Lincoln Town Office, 62 Quaker Street, Lincoln, VT

Thursday, April 13, 2017 - Managing Performance  
Peacham Town Garage, 1044 East Peacham Road, Peacham, VT

Vermont Local Roads Program | VTrans Training Center | 1716 US Route 302 | Berlin, VT 05633-5002

## Instructor

*GREG HESSEL - Greg has worked as a trainer and consultant for 20 years. He is a professional consultant who helps organizations grow, change, and manage conflict. Over the last 6 years he has provided training to the Vermont Agency of Transportation, Vermont Office of Child Support and many other organizations.*



### **Communication and Conflict Management**

Wednesday - April 12, 2017  
Lincoln Town Office

The focus of this workshop is on:

- Understanding your communication style
- How to work with different communication styles
- How behaviors and emotions can impact communication
- How to mediate when behavior becomes inappropriate
- Listening skills
- Pitfalls to avoid when either you supervise friends or your supervisor is a friend.

### **Managing Performance**

Thursday - April 13, 2017  
Peacham Town Garage

This interactive workshop participants learn performance management including:

- Understanding the need for on going feedback
- Learn to give positive and negative feedback
- Measure success
- How to write SMART performance goals
- How to coach for change
- Understanding resistance
- Writing performance reviews

### **Audience**

These workshops are for current supervisors and those who are interested in pursuing supervisory positions.

Note: Registrants may sign up for multiple supervisory workshops if desired.

Maximum class size 25

## Class Running Time

8:00 - 8:30 am: Registration  
8:30 am: Workshop Begins  
11:30 - 12:00 pm: Lunch (provided by VLR)  
3:30 pm: Workshop Ends



**REGISTER ONLINE AT:**  
[www.localroads.vermont.gov](http://www.localroads.vermont.gov)

**MAIL TO:**  
**Vermont Local Roads Program**  
**VTrans Training Center**  
**1716 US Route 302**  
**Berlin, VT**  
**05633-5002**

**Fax:**  
**802-828-1932**

**Questions please call:**  
**802-828-3537 or 802-828-3768**