

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.

2016 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 _____

Tuesday, June 7, 2016 - Introduction to Supervision
Cornwall Town Garage, 1469 South Bingham Street, Cornwall, VT

Wednesday, August 17, 2016 - Communication & Conflict Management
Springfield Fire Station, 77 Hartness Avenue, Springfield, VT

Tuesday, August 23, 2016 - Managing Performance
Essex Fire Station, 190 Sandhill Road, Essex Junction, VT

Instructor

GREG HESSEL - Greg has worked as a trainer and consultant for 19 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.



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

Introduction to Supervision

Tuesday - June 7, 2016
Cornwall Town Garage

This workshop will help supervisors learn how to:

- Build Trust
- Build Teams
- Manage Change
- Motivate & Empower employees

Communication and Conflict Management

Wednesday - August 17, 2016
Springfield Fire Station

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

Tuesday - August 23, 2016
Essex Fire Station

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

REGISTER ONLINE AT:
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