



the John Scott Dailey
**FLORIDA
 INSTITUTE OF
 GOVERNMENT**
 at Florida Atlantic University

Supervision in Government

A 'New Supervisor' Training Series
SPRING 2024 VIRTUAL DELIVERY

WHAT:

For over 20 years, *Supervision in Government* has been offered throughout Broward County to new supervisors or supervisors new to government. This unique program specifically addresses similar agency issues, workforce changes, and varying performance standards within government. Participants learn how to develop and coach staff while working within specific guidelines, policies, and collective bargaining agreements common to many public organizations. They will have an opportunity to network with other governmental supervisors and share practical ideas for managing employee performance. The series includes the following eight 3-hour modules:

- 3/5 Module 1 - Transitioning from Employee to Supervisor
- 3/6 Module 2 - Interviewing and Hiring Within Legal Boundaries
- 3/12 Module 3 - Legal Side of Supervision
- 3/14 Module 4 - Communicating in the New Role
- 3/19 Module 5 - Performance Management for Results
- 3/21 Module 6 - Coaching Through Feedback
- 3/26 Module 7 - Progressive Discipline
- 3/28 Module 8 - Delegating with Empowerment

WHO:

New Supervisors or Supervisors New to Government

HOW:

This series is designed to provide eight half days of virtual training sessions. The interactive virtual training will involve hands-on application and job aids will be used to reinforce the skills back on the job.

WHEN:

2024 SPRING VIRTUAL SERIES: 1:00 – 4:00 p.m.

MODULE 1: 3/5 MODULE 2: 3/6 MODULE 3: 3/12 MODULE 4: 3/14
MODULE 5: 3/19 MODULE 6: 3/21 MODULE 7: 3/26 MODULE 8: 3/28
MAKEUP MODULE: 4/9*

COSTS:

\$595 per participant; inclusive of materials and Certificate of Completion
 24 Continuing Education hours, 2.4 CEUs

TRAINERS:

Bach Training & Development Training Team... More than 30 years of government training experience!

REGISTRATION:

REGISTER ON-LINE fiog.fau.edu Registration deadline is February 20. **Please note that if 2 modules are missed you must re-register and pay a new fee.** *Participants missing 1 to 2 modules will be required to attend the make up session with no additional fee charged. Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$75.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel this program; in that case, the registration fee will be refunded in full. Please contact The John Scott Dailey Florida Institute of Government at FAU by phone: 561/297-3749 email: sdean@fau.edu