

2009-10 Developing Supervisory Excellence

A professional development series brought to you
By North Bay Schools Insurance Authority

COURSE		SCHEDULE
1	<p>Developing Supervisory Excellence: Foundations</p> <p>During this session, you assess your learning needs as a supervisor, develop joint expectations for yourself and the instructors, and explore your personality style using the DiSC Personality Inventory.</p>	<p>Tuesday, October 13, 2009 9:00 a.m. to 4:00 p.m. Instructor: Dr. Paul Porter</p>
2	<p>Practical Leadership Skills for the School Environment</p> <p>Learn and practice the key competencies that you need to supervise your staff and to realize the vision and mission of your school and district.</p>	<p>Tuesday, October 27, 2009 9:00 a.m. to 4:00 p.m. Instructor: Dr. Paul Porter</p>
3	<p>Supervisor Roles: Trainer and Coach</p> <p>Supervisors model and reinforce skills and hold staff accountable for their performance. To do this effectively, you need to be part educator, part trainer, and part coach.</p>	<p>Tuesday, November 17, 2009 9:00 a.m. to 4:00 p.m. Instructor: Kelly Gould</p>
4	<p>Managing Conflict</p> <p>Conflict comes in many forms. Knowing how you react to conflict and work to resolve it are important first steps in improving your conflict resolutions skills and increasing collaboration.</p>	<p>Tuesday, December 8, 2009 9:00 a.m. to 4:00 p.m. Instructor: Dr. Paul Porter</p>
5	<p>Tackling Problems and Making Decisions with Confidence</p> <p>Do you see problems as a blessing or a curse? Find out how approaching problems in a systematic, unbiased way supports good decisions.</p>	<p>Tuesday, January 12, 2010 9:00 a.m. to 4:00 p.m. Instructor: Kelly Gould</p>
6	<p>Communications, Coaching and Persuasion Skills</p> <p>Communications skills are the number one requirement of good supervisors. Accurate and respectful listening and communications lead to more customer satisfaction, higher employee morale, less conflict, and a generally more workplace productivity. Supervisors and managers as they are called on to present reports, make persuasive arguments, and motivate others to take a direction at work.</p>	<p>Tuesday, January 26, 2010 9:00 a.m. to 4:00 p.m. Instructor: Kelly Gould</p>
7	<p>Practical Legal Issues for Supervisors</p> <p>Each day supervisors are faced with decisions that have potential legal consequences and require knowledge of various aspects of law and policy. This course is an opportunity for supervisors to learn about a variety of important legal topics and how they affect their jobs.</p>	<p>Tuesday, February 23, 2010 9:00 a.m. to 4:00 p.m. Instructors: Dr. Paul Porter (9:00 - Noon) & tba, JD (1:00 to 4:00 p.m.)</p>
8	<p>Ethics in the Workplace</p> <p>The moral principles that guide perceptions and actions are important facets of leadership, determining factors in an organization's public image – and fundamental to personal and organizational life. You will learn tools for resolving ethical dilemmas.</p>	<p>Tuesday, March 16, 2010 9:00 a.m. to 4:00 p.m. Instructor: Dr. Paul Porter</p>
9	<p>Creating a Positive Work Environment</p> <p>What are the steps you can take to make the work environment an empowering, pleasant place to work.</p>	<p>Tuesday, April 6, 2010 9:00 a.m. to 4:00 p.m. Instructor: Dr. Paul Porter</p>

