



**The Florida Manufacturing Extension Partnership and Business  
Development Board of Martin County**

**Present:**

**Supervisory Skills Training  
An Interactive Workshop**

Training for new and experienced supervisors is essential as there is a direct correlation between well-trained supervisors and employees who are motivated, engaged, and productive.<sup>1</sup> To be successful, floor supervisors must recognize and implement best practices that inspire their employees.

The Supervisory Skills Training interactive workshop addresses the day-to-day job tasks and interpersonal strategies to become a productive and respected supervisor. You'll learn proven managerial concepts, effective communications skills, the latest employee development techniques, and more. The workshop includes exercises, role playing and real life situations.

**Workshop Topics Included:**

- Definitions of Manager, Supervisor and Leader
- What is Leadership?
- The Supervisors Role
- Workforce Effectiveness
- Effective Communication
- Coaching and Counseling
- Conflict Resolution
- Discipline
- Managing the Business and the Shop Floor
- Effective Daily Management Tools

**Who should attend?** Newly promoted and experienced foremen and supervisors to review fundamental skills.

**Date:** November 4, 2010

**Time:** 8 am - 4 pm (**registration 7:45 am**)

**Cost:** \$30 per participant (includes materials and lunch)

**Location:** The Crexent Center  
850 NW Federal Highway, Room 236  
Stuart, FL 34994

**To register contact:** Jill Marasa at 772-221-1380 or email: [jill@bdbmc.org](mailto:jill@bdbmc.org)

For additional information about this session or Florida MEP contact Phyllis Morese at 772-349-2459 or email: [Phyllism@floridamep.org](mailto:Phyllism@floridamep.org)

<sup>1</sup> HRHero.com - an HR Law Resource site - [http://www.hrhero.com/topics/supervisor\\_training.html](http://www.hrhero.com/topics/supervisor_training.html).