



workforce solutions



**The Florida Manufacturing Extension Partnership, Workforce Solutions
and Indian River County Chamber of Commerce**

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.¹ 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: October 27, 2010

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

Cost: \$35 per participant (includes materials and lunch)

Location: I.R. County Administration Bldg.
1801 27th Street., Room B1-501
Vero Beach, FL 32960

Mail payment to: Workforce Solutions
584 NW University Blvd., Suite 300
Port St. Lucie, FL 34986

To register contact Janice Meehan at 772-494-2100 or email: jmeehan@tcjobs.org

For additional information about this workshop or Florida MEP contact Phyllis Morese at 772-349-2459 or email: Phyllism@floridamep.org

¹HRHero.com - an HR Law Resource site - http://www.hrhero.com/topics/supervisor_training.html.