



workforce solutions



**The Florida Manufacturing Extension Partnership, Workforce Solutions and
Economic Development of St. Lucie 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.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: December 1, 2010

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

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

Mail payment to address below attention Loree Rizzo.

Payments needs to be received by November 24, 2010.

Location: Workforce Solutions

584 NW University Blvd., Suite 300

Port St. Lucie, FL 34986

To register contact Paula Hosein at 772-408-1260 ext 517.

For additional information about this session 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.