









Management & Supervisory Training

A two day course emphasizing management & employment law-related topics

About This Course

Managing a workforce indeed poses challenges but also rewards. Seasoned instructors with real workplace experience help navigate both veteran and newly assigned managers/supervisors through this curriculum, addressing issues public-sector managers/supervisors already face, and how to constructively hone their skills in many areas, including:

-  Leadership and Supervision
-  Communications
-  Managing Time and Priorities
-  Dealing with Problem Employees
-  Public Sector Ethics
-  Avoiding/responding to claims of harassment, bullying, discrimination & potential employment-related liability

The Instructors

Connie Poulsen is Director of Leadership & Management Education for Peninsula College in Port Angeles. She develops/delivers various management-related workshops to businesses & the public sector, primarily on the Olympic Peninsula.

She is also a principle in Poulsen & Associates, where she contracts with organizations as a professional speaker, trainer & consultant. She came to Peninsula College after 30 years at Xerox Corp., where she managed sales & profit as District Manager of Los Angeles. She also held the positions of Western Region Training Manager & Manager of Customer Education for the United States. She has Bachelor's & Master's degrees in Business Administration from Cal State-Long Beach, & Marketing Management Certificates from Stanford & Columbia Universities' Graduate Schools of Business. In 2001, Connie completed the University of British Columbia's Executive Education seminar.

Michael Bolasina is an attorney with the Seattle law firm of Stafford Frey Cooper. He received a bachelor's degree from the University of Michigan in 1986, and a

law degree from New York University in 1989. At Stafford Frey Cooper, Mr. Bolasina has a general employment practice that involves consulting, investigating complaints, and defending employment-related lawsuits. He also wrote the employment law chapters in Stafford Frey Cooper's recent book, "Staying Out of Court and In Business," which is directed to owners and managers of medium and small businesses.

Class Dates: See Page 2

Class Schedule

First Day:

8 am	Class convenes
11:45 am	Lunch (meal will be provided)
12:15 pm	Class resumes
4:15 pm	Class excused

Second Day:

8 am-noon	Class convenes
11:30 am	Lunch (on your own)
12:30 pm	Class resumes
2:30 pm	Class excused

Registration

You may sign up online: go to WCRP's website www.wcrp.info then click on the TRAINING link.

Site address, driving directions & other details are provided with your online registration.

Fee

WCRP Member County Employees: Free

WCIA Members Free (limited to first 10 registrations per training location)

Questions?

Call (360) 292-4492 or email jill@wcrp.wa.gov

Class Dates and Locations

First Day of Class: 8 a.m. to 4:15 p.m. (lunch provided)

Second Day of Class: 8 a.m. to 2:30 p.m (on your own for lunch)

Week of January 4-7, 2010		
1/4 to 1/5	Grays Harbor County	Montesano City Hall
1/5 to 1/6	Thurston County	Public Health and Social Services Building

Week of March 29- April 1, 2010		
3/30 to 3/31	Benton County	Benton County Justice Center
3/31 to 4/1	Yakima County	Technical Services Building

Week of January 11-14, 2010		
1/13 to 1/14	Cowlitz County	Cowlitz County Courthouse

Week of April 5-8, 2010		
4/6 to 4/7	Spokane County	Sheriffs' University City Training Facility

Week of February 1-4, 2010		
2/1 to 2/2	Franklin County	TRAC
2/3 to 2/4	Kittitas County	Heritage Center

Week of April 12-16, 2010		
4/13 to 4/14	Whatcom County	County Courthouse
4/15 to 4/16	San Juan County	Fire Dist #3, Friday Harbor

Week of February 23-24, 2010		
2/23 to 2/24	Lewis County	SW WA Fairgrounds, 4-H Building

Week of March 22-26, 2010		
3/22 to 3/23	Skagit County	Transit Station

Week of April 26-29, 2010		
4/26 to 4/27	Okanogan County	Agriplex
4/27 to 4/28	Chelan County	Confluence Technology Center
4/28 to 4/29	Jefferson County	City of Port Townsend, Mt. View Office