



## "HOW TO" - Practical Guides for Supervisors

8-week online program!

Monday, July 10 - Tuesday, September 5, 2023

*Instructed by Janelle Tarasewicz, Principal Consultant, Aperture EQ*

**OVERVIEW:** This practical "How To" series is designed with busy supervisors in mind. This unique training program offers eight mini-courses that contain instructional videos covering best practices and tips for success, as well as 16 useful templates and forms. Each "How To" guide contains approximately one-hours' worth of content, for a total of about eight instructional hours. In addition, there are opportunities within each "How To" guide to interact in online discussion boards with fellow supervisors from public agencies all over the state to share ideas, successes, and support.

This 8-week online course does not have a scheduled meeting time, rather all content is offered "on-demand" so that supervisors can work through the content at their own pace. By signing up for this online course, you are committing to just about an hour of training each week.

By focusing on one topic each week, supervisors can easily navigate and focus on critical areas of management. This training course includes the following topics:

Week 1: How to Facilitate Trust - Dates: July 10 – 16

Week 2: How to Set Expectations & Goals - Dates: July 17 – 23

Week 3: How to Delegate to Your Team - Dates: July 24 – 30

Week 4: How to Give Feedback to Your Employees - Dates: July 31 – August 6

Week 5: How to Receive Feedback from Others - Dates: August 7th – 13th

Week 6: How to Conduct Effective Team Meetings - Dates: August 14 – 20

Week 7: How to Conduct Effective 1-on-1 Meetings - Dates: August 21 – 27

Week 8: How to Recognize & Appreciate Your Team - Dates: August 28 – September 5

*Participants have access to all 8 topics at the beginning of the program and can work ahead if they choose.*

Registration prior to the deadline is required to take part, and participants must complete all 8 modules and exams by September 5, 2023, in order to receive a certificate.

**AUDIENCE:** New or upcoming supervisors, and seasoned supervisors seeking a refresher (WCRP members only).

**REGISTRATION CAP:** Limited to 75 participants.

### REGISTRATION & FEES:

This workshop is available at no charge to WCRP members. **However, if you register and do not complete at least 1 module and 1 exam, the county will be charged a \$100 No-Show fee.**

Registration deadline: Thursday, July 6, 2023, at 12:00 p.m.

Participants must register prior to the deadline to take part in the course. Register online at [www.wcrp.info](http://www.wcrp.info): Hover over the Member Services tab and click on Training to access the list of current offerings. The online registration form is accessible under each training title; select the link to be directed to the WCRP Events & Training Online Registration Form, then carefully select the event you wish to participate in and complete the online form.

### QUESTIONS?

Contact the WCRP Member Services team: [MemberServices@wcrp.wa.gov](mailto:MemberServices@wcrp.wa.gov) or (360) 292-4490