



Supervisor Boot Camp

This 6-hour workshop will be delivered virtually over two days!

June 13 & 14, 2022 | 1:00pm-4:00pm (both days)

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DESCRIPTION: Despite our organization's best intention, we often find ourselves in a position where we've promoted a promising new leader, but don't have the time or resources to provide them the necessary supervisor training. They are fantastic at their jobs (hence the well-deserved promotion). However, this doesn't always translate into providing the tools needed to tackle their new assignment - managing their team. This training will cover a wide variety of topics for supervisors, with the ultimate goal of equipping them with the necessary tools to be successful in their role.

Learning Objectives:

- Communication techniques, including active listening skills and tools to help you modify your communication style based on the audience and the situation.
- The basics of communication, respect, and trust in the workplace.
- How to approach common issues that new supervisors face – such as being promoted from within, "inheriting" a problem from a previous supervisor, and how to avoid being viewed as a micromanager.
- Setting expectations for your team and how to reinforce those expectations if staff are not achieving them.
- The difference between feedback, coaching, and counseling - the various techniques for each of these tools and in what context to apply them.
- Having a difficult conversation with your employee, and what you should document after the fact.
- Overview of the performance evaluation process and how to provide necessary feedback to your team.

AUDIENCE: This workshop is designed for upcoming supervisors, as well as seasoned supervisors seeking a refresher (WCRP members only).

REGISTRATION CAP: Limited to 30 attendees

VIRTUAL WORKSHOP EXPECTATIONS:

- This workshop is composed of two 3-hour sessions, requiring attendance both days.
- There is a high level of participation and interaction, therefore, attendees will need to join from devices with camera, microphone, and chat capabilities.
- Group attendance is not permitted for this workshop due to the interactive nature. Attendees will need to sign into the virtual event from their own devices individually.
- A copy of the presentation and corresponding handouts will be provided to attendees within the 1-day reminder email.
- This workshop will not be recorded, and recording is not permitted.

REGISTRATION & FEES: This workshop is available to WCRP members only, at no charge. **\$25 no-show fee may be assessed if cancellation notice is not received 24-hours prior to the workshop or if the attendee does not attend both days.**

[CLICK HERE TO REGISTER](#) or register online at www.wcrp.info: Hover over the Member Services tab, click on Training, select WCRP Events & Training Online Registration Form, then carefully select the event you wish to attend and complete the online form.

QUESTIONS?

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