

Supervisor Training Three Year Plan (2007 – 2009)

Overview

This training will bring in outside trainers from Mountain States Employee Council (MSEC) or other established organizations to cover core issues in supervisory training. This is a multi-year training with several offerings per year in the form of one or two-day day workshops. All courses required for the MSEC certificate will be taught in at least two locations, one at a location on the Front Range and the other on the Western Slope.

Audience

Target audience will be both new supervisors and/or established supervisors based on course offerings.

Certification

Participants will get a certificate of completion from MSEC in August 2009 if they attend all required classes. CE credit will also be available on a class-by-class basis.

Required courses for the Certificate

- Supervisory Skills: (Core Competencies) (2 days)
- Change Management (1 day)
- Performance Documentation Skills/Legal Issues in Managing Employees (1 day)
- Interviewing For Success and Violence 101 (1 day)
- Conflict: Getting Caught in the Middle (1 day)
- Developing Interpersonal Communication Skills (2 days)

Timeline/Description of Courses

Course	Description	Date Offered
Supervisory Skills: Core Competencies (2 consecutive days)	Teaches the foundation skills and techniques to be a successful supervisor. Includes motivating a diverse workforce; communication; defining/communicating the task; evaluating employee readiness; training the task; listening skills; conflict management; performance appraisal	January 2007 (2 locations) August 2007 (Denver Only) Summer 2008 (Western Slope Only)
Hiring! Firing! Taught by Pat Wagner, Valerie Horton, Jamie LaRue,	Teach participants the processes involved in hiring and firing.	February/March 2007 (2 locations)
Basics of Budgeting	Basic NPO Accounting Concepts, Major components of a budget, Overview of the budgeting process	May 2007 (Pueblo only)
Change Management	Provide participants with an understanding of the change and transition process.	August 2007 (3 locations)
Performance Documentation Skills Legal Issues for Public Employers	Perf. Doc: Teaches participants the skills required to both document and evaluate the performance of employees. Legal Issues: Alerts participants to the major legal issues and common trouble spots in the employment relationship.	October 2007 (3 locations)
Emotional Intelligence		Spring 2008
Interviewing for Success and Violence 101	Interviewing for Success: Teaches a working knowledge of effective interviewing techniques. Participants will leave with the tools to evaluate candidates, plan and conduct employment interviews; Violence 101: To introduce steps employees can take when they face an intimidating, threatening or violent situation in the course of performing their job duties. The key elements communicated in this seminar are awareness, planning and reporting.	October 2008 (3 locations)
Conflict – Getting Caught in the Middle	To provide participants with a structured mediation model for assisting others through conflict in the workplace.	May 2009 (3 locations)
Developing Interpersonal Communication Skills (2 consecutive days)	Teaches participants the critical awareness needed to improve or modify their interpersonal communication in the workplace.	July 2009 (3 locations)

Supervisory Training Program
 Timeline by Fiscal Year (July 1 – June 30)

	Certificate Courses in Bold	Location
2006 - 7		
January	Basic Skills: Core Competencies (2 days)	Colorado Springs
January	Basic Skills: Core Competencies (2 days)	Grand Junction
February	Hiring! Firing!	Castle Rock
February	Hiring! Firing!	Grand Junction
May	Basics of Budgeting	Pueblo
2007 - 8		
August 8	Change Management	Denver
August 17	Change Management	Montrose
August 21-22	Basic Skills: Core Competencies Cancelled	Denver
September 7	Change Management	Pueblo
October 3	Perf. Doc. Skills/Legal Issues (Cancelled)	Denver
October 8	Perf. Doc. Skills/Legal Issues	Grand Junction area
October 26	Perf. Doc. Skills/Legal Issues	Pueblo
May 13	Emotional Intelligence	LaFayette
2008 - 9		
July	Basic Skills: Core Competencies	Rifle
October	Interviewing for Success/ Violence 101	Front Range
October	Interviewing for Success/ Violence 101	Grand Junction area
October	Interviewing for Success/Violence 101	Pueblo
May	Conflict: Getting Caught in the Middle	Front Range
May	Conflict: Getting Caught in the Middle	Grand Junction area
May	Conflict: Getting Caught in the Middle	Pueblo
July	Interpersonal Communication Skills (2 days)	Front Range
July	Interpersonal Communication Skills (2 days)	Grand Junction area
July	Interpersonal Communication Skills (2 days)	Pueblo
August	Graduation	