

**You asked for It!
You get it!**



Maryland Works, Inc.

10270 Old Columbia Rd., Suite
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1558
www.mdworks.com

~SUPERVISORY BOOT CAMP~

Managing & Supervising In Today's Diversified Workplace

This is a Six Half-day Supervisory Training Clinic

You must sign up for the entire series

2010

**Thursday, October 28th - Thursday, November 4th - Thursday, November 11th -
Thursday, November 18th - Thursday, December 2nd - Thursday, December 9th**

9:00 a.m. – 12 noon

Purpose: This intense series of supervisory training clinics will help you become more productive and successful as a supervisor. It will also help you to promote the productivity and success of others. Through self-assessment, and feedback, you will become aware of your abilities and areas needing improvement. You will discover how your interpersonal behavior affects the performance of others. Through participative learning you will explore and learn appropriate leadership styles. You will gain skills in increasing your influence to gain support of others in the workplace. Through action planning, you will set specific, attainable goals for your continued development, and through Back-On-The-Job training you will have the opportunity to apply strategies and skills learned during the supervisory clinics.

Audience: Employees who are responsible for managing a function and/or supervising a work group, or project team.

Topics Covered:

- How to define your role in the organization, identifying those skills required of excellent supervisors, managers, and leaders.
- How to identify successful from unsuccessful leadership characteristics.
- How to improve your leadership ability by identifying your strengths and development needs from the perspectives of your boss, peers, and employees.
- How to manage time for personal effectiveness and productivity.
- How to continue personal and career growth through self-directed development.
- How to influence up, down, and across.
- How to develop a team.
- How to resolve conflict.

~Presenter~

Joni Daniels is an accomplished and dynamic speaker who has delighted audiences of all sizes for more than twenty years. As a consultant, trainer and entrepreneur, Joni possesses a wealth of career experience from which she draws and develops targeted, relevant and substantive presentations for audiences at all levels of personal and professional development. For more information on Joni Daniels, please visit her website at www.jonidaniels.com

Name _____ Title _____

Organization: _____ Email _____

Address: _____ City _____ State _____ Zip _____

Phone ____/____/____ Fax: ____/____/____

____ **Member @ \$155.00** (\$150.00 for each additional attendee from the same agency)
 ____ **Non-Member @ 199.00** (\$194.00 for each additional attendee from the same agency)

Method of payment: ____ **Visa** ____ **Mastercard** ____ **Check** enclosed (payable to Maryland Works, Inc)

Card number _____ Exp _____ CSC Code _____ (3 digit code on back of CC)

Name as it appears on the card _____

Signature _____

ADA Accommodations (please specify) _____

Deadline for special needs is two weeks prior to program date

Supervisory Boot Camp

3 Easy Ways to Register!

*Fax: 410-381-1558

* E-mail: registration@mdworks.com

*Mail to: Maryland Works, Inc.
 10270 Old Columbia Rd, Suite 100
 Columbia, MD 21046-1854

48 Hour cancellation notice for refund. Not deductible as a charitable contribution, may be deducted as a business expense.