



10270 Old Columbia Rd., Suite 100,
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www.mdworks.com

Maryland Works, Inc.

~SUPERVISORY BOOT CAMP~

“Managing & Supervising In Today’s Diversified Workplace”

Sign-up now for this Six Half-day Supervisory Training Clinic
for as little as \$45.00 per half-day workshop for members.

You must sign up for the entire series.

Spring 2012

Tuesday, March 6th - Tuesday, March 13th - Tuesday, March 20th
Tuesday, March 27th - Tuesday, April 3rd - Tuesday, April 10th

9:00 a.m. – 12 noon

Registration begins at 8:30 am

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.

Facilitator: 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 @ \$270.00** (\$250.00 for each additional attendee from the same agency)

____ **Non-Member @ \$320.00**

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 _____ E-Mail: _____

Credit Card receipt will be e-mailed)

Billing Address Associated with Credit Card

ADA Accommodations (please specify) _____

Deadline for special needs is two weeks prior to program date

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

Supervisory Boot Camp Spring 2012

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