



## Advanced Supervision in Government – Level II

### *Virtual First Lead Training*

Based on the success of the award-winning Supervision in Government series for the past 20 years, there has been a high demand to offer an advanced program to increase the ongoing development of local government leaders. Once new supervisors have experienced “reality supervision” and apply the skills learned, they tend to master the basics within the first couple of years. As time moves on, they realize that there is a lot more to the “book answer” than they thought. This advanced program digs deeper into the most challenging skills introduced in the first series and provides opportunity for participants to share their lessons learned with other’s who are facing similar situations. This virtually lead program is guaranteed to deliver 12 hours of value-added skills, knowledge, and techniques that will enhance any supervisor’s tool kit! The following four priority skill areas will be introduced in each half-day session.

- Motivating for Employee Success
- Coaching to Maximize Potential
- Document and Discipline for Managing Performance
- Communicating through Difficult Conversations

Target Audience: Supervisors with 3 to 10 years of experience. Supervision in Government Level 1 preferred but not required to attend.

**DATES:** NOVEMBER 28: 8:30-11:30 AM      DECEMBER 5: 1:00-4:00 PM  
NOVEMBER 30: 8:30-11:30 AM      DECEMBER 7: 8:30-11:00 AM

**TRAINERS:** Bach Training & Development Training Team... More than 30 years of governmental experience.

**METHOD:** NO driving, NO Social distancing, No Hassle! – Virtual Lead Training using the Zoom Platform (*Once registered, you will receive an email confirmation link with course log in information. You will need access to a computer monitor with audio or phone line, NO camera is required.*)

**CLASS SIZE IS LIMITED AND WILL BE FILLED ON A FIRST-COME, FIRST-SERVE BASIS.**

## **REGISTRATION: Register at [fiog.fau.edu](http://fiog.fau.edu)**

**Fees:** The registration of \$295 includes course materials and a Certificate of Completion (for those who meet participation requirements). Confirmation will be emailed to you upon receipt of registration.

**For assistance:** Contact the John Scott Dailey Florida Institute of Government at FAU by Phone: 561/297-3749; E-mail: [sdean@fau.edu](mailto:sdean@fau.edu)

Registration deadline is November 14. Requests for refunds must be submitted in writing and received no later than one week prior to the class. In those cases, the registration fee, less a \$75.00 administrative charge, will be refunded. No requests for refunds will be honored after that date, but substitutions are allowed. Non-attendance does not constitute a withdrawal or refund request. We reserve the right to cancel this program; in that case, the registration fee will be refunded in full.