



# Fundamental Supervisory Practices-Week I

February 3-7, 2025

9:00AM - 12:00PM

ONLINE

## Monday, February 3

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**8:30AM** Check-in/Log-in

Carolyn Miller (and Dale Smith)

### 9:00AM Setting the Context

- Welcome, Introductions and Participant Expectations
- Overview of Program/Program Expectations/Learning Partner
- Learning Agility and its importance for this program
- Learning Model overview
- Building awareness of the role, duties and expectations for a supervisor in the Public Sector

**12:00PM** Instructions for Tomorrow and Adjourn

## Tuesday, February 4

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**8:30AM** Mix-n-Mingle Rooms

Carolyn Miller (and Dale Smith)

### 9:00AM Your True TILT and How to Use it

- Getting Comfortable with Learning New Things about yourself
- The TILT model and you
- Why TILT?
- Exploring True Tilt patterns

**12:00PM** Instructions for Tomorrow and Adjourn

## Wednesday, February 5

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**8:30AM** Mix-n-Mingle Rooms

Asila Calhoun (and Dale Smith)

### 9:00AM Your True TILT and How To Use it, Cont'd

- Why do I sometimes react that way?
- Choosing Conscious, balanced responses
- How to TILT to context
- Personal Development Planning

**12:00PM** Instructions for Tomorrow and Adjourn

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## **Thursday, February 6**

**8:30AM Mix-n-Mingle Rooms**

**Asila Calhoun (and Dale Smith)**

### **9:00AM Skills Needed for Supervision and Building Credibility**

- Skills needed for supervision
- Behaviors of the Best and Worst Supervisors
- Moving from Buddy to Boss
- Establishing Trust and Credibility with your Direct Reports
- The Importance of Guiding Principles

### **12:00PM Instructions for Tomorrow and Adjourn**

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## **Friday, February 7**

**8:30AM Mix-n-Mingle Rooms**

**Asila Calhoun (and Mike Brown)**

### **9:00AM Navigating Legal Issues**

- Test your knowledge of key employment laws
- Review EEO protected classes, types of workplace harassment and EEOC guidelines
- Understand the supervisor's role in creating a safe and motivating work environment.
- Explore response strategies to HR issues to ensure legal compliance.

### **12:00PM Instructions for Week II and Adjourn**