Supervisory Leadership II

Invest in the future by building your leadership skills today!

February 9 and 10, 2016
8:30 a.m. - 3:30 p.m.
Business Assistance Center – Green Bay, WI

To build a workplace that is inspired, leaders have the opportunity to create a culture of growth and increase the competitive advantage of employee innovation and production.

The second in the Supervisory Leadership series provides succinct skill sets in coaching and developing employees. Communicating clear and specific expectations to your employees is critical to operational effectiveness. Learn how to overcome resistance to performance assessments, how to establish job expectations, and how to conduct coaching sessions.

By learning to build a workplace that is inspired, leaders have the opportunity to create a culture of growth and increase the competitive advantage of employee innovation and production.

Increase your value to your company — grow professionally and personally.

Who Should Attend:
- Small business owners
- Team leaders
- Supervisors
- Managers

Our workshops are designed for people who supervise others. The concepts and skills taught are also relevant to all who work with people in a team environment.

Whether you own your own business, or work in an office, at an agency, in a health care facility, or manufacturing plant, you will find the workshops applicable in your environment.

Critical Skills in the Coaching Process
- How coaching differs from supervising
- Giving feedback constructively

Conducting Coaching Conversations
- Mastering coaching techniques
- Preparing for difficult conversations for successful change

Motivating Employee Performance
- The manager’s responsibility for employee performance and productivity
- Guidelines for understanding employee behavior

Instructor — Jamie Schramm

Jamie Schramm was raised and is currently residing in Sheboygan; he brings a wealth of knowledge from the manufacturing sector and classroom teaching into seminar experiences.

An MBA graduate of Lakeland College, he combines both a hands-on understanding of relevant business issues combined with a realization that learning and developing ourselves is a life-long endeavor.

Small Business Development Center

The Wisconsin Small Business Development Center (SBDC) at UW-Green Bay is your local business resource. We have helped thousands of entrepreneurs in the New North successfully start or grow their business. The SBDC offers a full range of business management and workforce development training programs for both established businesses and start-up companies. Business advisors teach business owners and managers about best business practices, sharing information and expertise that facilitate changes. There is no charge for many of these confidential services.
Supervisory Leadership II

Tuesday and Wednesday, February 9 and 10, 2016
8:30 a.m. - 3:30 p.m.
Business Assistance Center
Green Bay, WI

Workshop Site
Advance Business & Manufacturing Center
2701 Larsen Road, Green Bay

Workshop Meeting Time
8:30 a.m. - 3:30 p.m.

Confirmation
Prior to the seminar, you will receive a letter with directions to the seminar site.

Accommodations
If you need an accommodation for a disability to fully participate in this program, please call Ryan Kauth at 920-496-2117 at least three weeks prior to the program.

Available at Your Site
Customized, in-house presentations of these workshops are available. Call 920-496-2117 to discuss potential professional development and leadership options. Additional topics are available. Content will be tailored to meet your needs.

Cancellation/Refund
To receive a full refund, you must cancel no later than seven (7) business days prior to the start of the program. Cancellations after this time will be responsible for the full program fee.

Substitutes are welcome. Walk-ins are welcome — please call 24 hours in advance to ensure space availability. If you wish to transfer your registration to another seminar, a $50 transfer fee is applied.

Available as part of the Supervisory Leadership Certificate Program

Registration Form
Mail with payment to:
SBDC
2701 Larsen Road
Green Bay, WI 54303

Name: __________________________________________________________
Job Title: _________________________________________________________
Company Name: ___________________________________________________
Address: ___________________________________________________________
City/State/Zip: _____________________________________________________
Work Phone: _______________________ Home Phone: ____________________
Fax: _______________________ E-mail: ________________________________

☐ Supervisory Leadership II $425
Number of people: ________ x $425 ea. = $____________
Name(s) of Participant(s)________________________________
_________________________________________________________________
_________________________________________________________________

☐ Check or purchase order enclosed PO# (Payable to UWGB)
☐ VISA ☐ MasterCard
Credit card number: _____________________________________________
Card expires: ____________________________ CVV#: __________
Print cardholder’s name: _________________________________________
Cardholder’s signature: __________________________________________

For more information, or if you would like to pay by P.O., contact us by:
Phone: 920-496-2117
Web: www.uwgb.edu/sbdc
E-mail: sbdc@uwgb.edu
Fax: 920-496-6009
Mail: SBDC
2701 Larsen Rd.
Green Bay, WI 54303

Contact Us

Funded in part through a Cooperative Agreement with the US Small Business Administration (SBA). Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact Ryan Kauth, 2701 Larsen Road, Green Bay, WI 54303, and (920) 496-2117. The support given by the SBA does not constitute an expressed or implied endorsement of the opinions, products, or services of the SBDC. The Small Business Development Center services are part of the UW-Green Bay Division of Outreach and Adult Access. We are also a partner in education with the University of Wisconsin-Extension. SBDC programs are nondiscrimi-

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