

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

An overview of leadership basics, the required seminars address challenges you face as you make the transition from independent contributor to manager. Supervisory Leadership I and II are the foundation for our specialized seminars and are required for certification.

You may register for any Supervisory Leadership seminar without completing the Certificate requirements.

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 seminars applicable in your environment.

Seminar Fee

\$425/person/seminar. Fee includes instruction, materials, lunch and refreshment breaks. Make checks payable to UW-Green Bay.

Discounts Available

Register for both sessions for the discount rate of \$375/person/seminar. Registrations must be received together to qualify for discounts.

Small Business Development Center 2471
University of Wisconsin-Green Bay
2701 Larsen Rd.
Green Bay, WI 54303



Connecting learning to life

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Supervisory Leadership Certificate Program: **Core**

Invest in the future by building your leadership skills today!

Supervisory Leadership I

- Tues. and Wed., October 6 and 7, 2009
- Wed. and Thurs., February 10 and 11, 2010

Supervisory Leadership II

- Tues. and Wed., November 10 and 11, 2009
- Wed. and Thurs., April 14 and 15, 2010



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Supervisory Leadership I

For aspiring or new leaders and pragmatic recommendations for leaders who seek to develop strong teams and drive outstanding results.

The Supervisory Aspect of Management

- Moving from an operational to a decision-making role
- Making the transition smoother and less stressful

Understanding Your Leadership Style

- Determine one's own preferences based on the DiSC™ self-assessment (done online prior to session)
- Connect their DiSC™ preferences to their leadership behaviors and practices

Building a Culture of Trust

- Explore the value and importance of trust in the workplace
- Implement trust building actions into their leadership practices

Instructor — Eric Coryell



Founder and President, Core Connections

Eric is an insightful, engaging facilitator and interventionist with over twenty years of experience working with three different progressive companies, two of which he has led as President/CEO. During that span he also held positions as VP of Administration, VP of Organizational Development, VP of Sales and Marketing, Chief Financial Officer, and Chief Operating Officer.

Supervisory Leadership II

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.

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 — Bob Pecor



Founder and President, Coaching Forward

Through Coaching Forward, Bob works with key employees to enhance their professional effectiveness. He helps clients identify solutions to performance problems which are specific for the individual while also customized for the workplace. Bob facilitates seminars on leadership, team building, customer service, and sales management.

Seminar Site

Business Assistance Center
2701 Larsen Road, Green Bay

Seminar 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 920/496-2117 at least three weeks prior to the program.

Available at Your Site

Customized, in-house presentations of these seminars 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.

Registration Form

Detach form and 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 I** **\$425**
Select Date: 10/6 - 10/7/2009 2/10 - 2/11/2010
- Supervisory Leadership II** **\$425**
Select Date: 11/10 - 11/11/2009 4/14 - 4/15/2010
- Register for Both (discount rate)** **\$750**
Select Dates: 10/6 - 10/7/2009 2/10 - 2/11/2010
 11/10 - 11/11/2009 4/14 - 4/15/2010

Total: \$ _____

- Check or purchase order enclosed PO# (Payable to UWGB)
- VISA MasterCard
- Credit card number: _____
- Card expires: _____
- Print cardholder's name: _____
- Cardholder's signature: _____

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