

2019 ELECTIVES

Lead with Integrity

Great leaders are people of integrity and live their lives in accordance with a value system; they have a combination of traits that help inspire people to do and be their best. Learn why it is important to gain clarity (your Core Values) on who you are and the positive, affirming leader you strive to be. Specific tools will be taught enabling you to live by those values on a daily basis.

Instructor: Stacy Shapiro

Thursday, March 7, 2019

Critical Thinking and Decision-Making Skills

Most people struggle over important decisions and spend considerable time second guessing their decisions. This behavior can erode respect and credibility, and can lead to high stress and an inability to perform work efficiently. Work through small group critical thinking and decision making activities using the military style "ranked grid system," various voting methods, and the mind mapping tool.

Instructor: Michael Kiefer

Thursday, April 4, 2019

Time Management: Work Smarter, Not Harder

This class offers help for those who work in a rush, crisis, put out fires everyday mode. Learn how to combat the ten major time wasters, save time on the phone, set realistic goals, develop a short term life plan, organize your workspace with Six Sigma 5s organizing principles, prioritize your work, combat procrastination, use a ten-point decision making checklist, save time in meetings, generate creative ideas with the mind mapping tool, and gain a sense of time and life control. This class is a crash course in time management offering something for everyone.

Instructor: Michael Kiefer

Friday, April 5, 2019

Fearless Performance Reviews

Conducting performance reviews is often the most difficult part of managing others. How do you transform the traditional and often fear-inducing performance review into a more collaborative process? Learn about the Great Performance Management Cycle, methods for setting SMART goals, techniques for analyzing performance problems, and learn a roadmap for conducting productive and truly fearless performance reviews.

Instructor: Jeff Russell

Thursday, April 18, 2019

Surviving Difficult Conversations

During this highly interactive workshop, you will learn a set of powerful models, tools, and techniques for approaching difficult conversations with confidence and composure. When emotions run high and there is a lot on the line, you want to be able guide these difficult conversations toward productive ends. Navigating these conversations may never be easy, but we can make them more effective – once we understand why they sometimes go off the rails and what we can do to lay the groundwork for a successful outcome.

Instructor: Jeff Russell

Friday, April 19, 2019

Stress Reduction, Balance & Healthy Living

This session focuses on specific techniques to help you stay physically healthy and mentally balanced by controlling your daily thoughts from the time you get up in the morning to the time you go to bed at night. Medical research studies in the field of psychoneuroimmunology (PNI) have clearly demonstrated that your mental attitude has a direct and immediate impact on your energy level, immune system and productivity. Some of this striking research from the Rochester Institute of Technology will be presented along with practical daily techniques. You will learn the dangers of: mental chatter, fake news, keeping up with the Joneses syndrome, how to use thought substitution, the power of "I Am," affirmations, goal setting and vision boards.

Instructor: Michael Kiefer

Thursday, October 10, 2019

New Economy Supervision: Modern Methods for Today's Managers

People today are rapidly being moved from task-oriented positions to supervisory positions with little or no training. This session provides basic supervisory "boot camp" training to build confidence by providing core leadership skills to become a successful modern day supervisor or lead. Participants will learn: leadership concepts, building respect, credibility and trust, motivating others, people reading, and delegation skills. They will also learn: coaching, discipline, meeting management, and the importance of being a good role model. This session gives solid content for both new and experienced supervisors.

Instructor: Michael Kiefer

Friday, October 11, 2019

The Art of Delegation

Delegation is more than just getting work off of your desk and onto the desks of others. Delegation involves creating a clear, shared vision of the results that you and your "partners" expect and aligning other people's energy and actions toward achieving these outcomes. This seminar covers the basics of delegation - identifying the "starting" conditions that ensure success, detailing the role that leaders play throughout the delegation process, and exploring common obstacles to effective delegation. Learn the foundations to enable your employees to willingly take on more responsibility for performance and use their expanded authority to benefit the company, the customers, and their own professional development.

Instructor: Jeff Russell

Thursday, November 2019 – Date to be determined

Understanding and Developing Your Emotional Intelligence

The research is in: it's not how smart you are that determines your success in life, it's how emotionally intelligent you are. This workshop introduces the concept of emotional intelligence, identifies the competencies of emotional intelligence, and guides you in developing a plan for growing your own emotional intelligence.

Instructor: Jeff Russell

Friday, November 2019 – Date to be determined

2019 CORE COURSES

Supervisory Management 1

Supervisory managers are uniquely positioned to influence and impact performance provided they have the right skills and knowledge. Learn how you can make the transition to your new role smoother and less stressful. Explore leadership styles, motivation techniques, and coaching strategies.

Instructor: Scott Dickmeyer

Thursday & Friday Feb. 21 & 22, 2019

Thursday & Friday Sept. 26 & 27, 2019

Supervisory Management 2

Leadership development resumes in four key areas (1) orienting people to your work unit, (2) understanding communication behaviors, (3) managing time, and (4) delegation. We build on the skills learned in the first seminar and focus on maintaining a productive work group.

Instructor: Scott Dickmeyer

Thursday & Friday March 14 & 15, 2019

Thursday & Friday Oct. 24 & 25, 2019

Supervisory Management 3

Communicating clear, specific expectations to people is critical for operational effectiveness. Giving feedback during day-to-day coaching sessions and during formal performance reviews is an essential skill. We discuss why there is resistance to performance assessment, how to establish job expectations, and how to conduct productive coaching sessions.

Instructor: Scott Dickmeyer

Thursday & Friday May 9 & 10, 2019

Thursday & Friday Dec. 5 & 6, 2019

General Information

You may register for any seminar. Participating in the certificate program is optional. Please visit:

<https://www.uwlax.edu/sbdc/supervisory-management-certification-program/> for additional information and to register.

Location & Time

Carl Wimberly Hall, Room 124, UW-La Crosse
Workshops begin at 8:30 AM and end by 4 PM.

Fee

Discounts are available. Payment is required with registration. Fee includes seminar, materials, and lunch.

Cancellation Policy

You may cancel or transfer your registration up to seven business days before the start date for a full refund. If you do not show or cancel the day of the event, you are responsible for the full fee. You may substitute another person for your registration at any time. Call for assistance, 608.785.8783.

The Small Business Development Center (SBDC) at UW-La Crosse is part of a statewide network of SBDCs working with business owners and entrepreneurs to facilitate growth and improvement, and to help launch successful new companies. Through no-cost consulting, low-cost entrepreneurial education, and strategic facilitation, SBDC experts serve as resources for small and emerging midsize companies. The Wisconsin SBDC at UW-La Crosse is hosted by the University of Wisconsin System Administration, the UW-La Crosse College of Business Administration, and is funded in part through a cooperative agreement with the U.S. Small Business Administration.

Reasonable accommodations for persons with disabilities will be made if requested at least two weeks in advance. Contact the SBDC office by email, sbdc@uwlax.edu or phone 608.785.8783.



SUPERVISORY MANAGEMENT CERTIFICATE PROGRAM 2019 WORKSHOP CALENDAR

*PRACTICAL AND TACTICAL
MANAGEMENT TRAINING THAT WILL
ADVANCE YOUR CAREER*

Program Requirements:

- Completion of Supervisory Management 1, 2, and 3 workshops
- Completion of six days of elective workshops
- Up to five years to complete the workshops for certificate

You may register for any seminar. Participating in the certificate program is optional.

UNIVERSITY of WISCONSIN
LA CROSSE