

2022 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

January 21, 28, February 4 & 11, 2022

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

March 4, 11, 25 & April 1, 2022

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

April 15, 22, 29 & May 6, 2022

Supervisory Management 1,2, & 3 courses will be offered online synchronously, with the last day in person. * Electives may be attended online or in person.

*See UWL SBDC website for session details.

General Information

Location & Time

Core: 3 online sessions: 12 – 3 PM, 4th session: in person from 12 – 4 PM (Supervisory Management 1) or 8:30 AM – 12:30 PM (Supervisory Management 2 and 3)

Electives: online or in person, 8:30 AM - 4 PM
In person: UW-La Crosse campus, Wittich Hall*

*Subject to changes that may be required due to restrictions placed on in person gatherings.

Fee

Discounts are available (see website for details). Fee includes seminar, materials, and lunch (for in person attendees).

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

2022 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. If COVID affected your 5-year timeframe for completing the certificate, contact the SBDC.

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

2022 ELECTIVES

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.

Instructor: Michael Kiefer
Tuesday, January 18, 2022

New Economy Supervision: Modern Methods for Today's Managers

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

Instructor: Michael Kiefer
Wednesday, January 19, 2022

Critical Thinking and Decision-Making Skills

Work through small group critical thinking and decision-making activities using process mapping. Plan "Kaizen" process improvement events, uncover wasted time, improve safety, save money and reduce quality errors. Apply Six Sigma tools and learn the mind mapping tool.

Instructor: Michael Kiefer
Thursday, February 24, 2022

Time Management: Work Smarter, Not Harder

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, save time in meetings with useful tips, and gain a better sense of time and life control. This is a crash course in practical time management techniques, offering something for everyone.

Instructor: Michael Kiefer
Friday, February 25, 2022

The Art of Delegation

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

Instructor: Jeff Russell
Wednesday, March 2, 2022

Understanding and Developing Your Emotional Intelligence

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
Thursday, March 3, 2022

Fearless Performance Reviews

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, May 12, 2022

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.

Instructor: Jeff Russell
Friday, May 13, 2022

