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.
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

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

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