

# SUPERVISORY TRAINING

Supervisory training is intended to assist current supervisors with improving skill sets to be a more effective supervisor/leader. Information on available supervisory training is included to the right. These classes are not part of a series, and therefore, if you are a current supervisor, you can enroll in the classes you deem appropriate. Be sure to seek approval from your supervisor/manager before enrolling.

Those hired in 2021-2023 have 12 months, in 2024, to complete mandatory training classes. However, we encourage supervisors to enroll in additional recommended training to further develop leadership skills.

Register for training through PeopleSoft/COP Learning and Development, or you can register as the classes are advertised through emails from Debbie Speed and/or Tony Beasley.

Course Title/Facilitator	Dates/Times	
<b>MANDATORY TRAINING</b> for newly hired or newly promoted supervisors		
All newly hired or newly promoted (2021-2023) supervisors must attend these classes during 2024. <b>All classes are located in Training Room A, City Hall.</b>		
The Emotionally Intelligent Leader Facilitator: Jay Mathis	1/25/2024 4/25/2024 8/6/2024 10/9/2024	8:30 a.m. – 4:30 p.m.
Difficult Conversations for Supervisors Facilitator: Angie Whitney	1/10/2024 6/25/2024 8/23/2024 12/3/2024	8:30 a.m. – 12:30 p.m.
Documentation Basics Facilitator: LaShon Ross	2/14/2024 5/3/2024 7/19/2024 10/23/2024	8:30 a.m. – 11:30 a.m.
The C2 Organization: Compliance & Law Facilitator: LaShon Ross	3/15/2024 6/7/2024 9/13/2024 11/6/2024	8:30 a.m. – 12:00 p.m.
<b>ADDITIONAL RECOMMENDED TRAINING</b> All classes are located in Training Room A, City Hall.		
<i>From Buddy to Boss</i> Facilitator: LaShon Ross		1/19/2024 8:30 a.m. – 11:00 a.m.
<i>Realizing Talent in Others</i> Facilitator: Angie Whitney		2/15/2024 8:30 a.m. – 12:30 p.m.
<i>Trust Factor for Supervisors</i> Facilitator: Jay Mathis		3/14/2024 1:00 p.m. – 5:00 p.m.
<i>Coaching and Feedback</i> Facilitator: Jay Mathis		4/11/2024 1:00 p.m. – 5:00 p.m.
<i>Promoting &amp; Sustaining a Diverse Workforce</i> Facilitator: LaShon Ross		5/17/2024 8:30 a.m. – 12:00 p.m.
<i>Problem Solving/Process Improvement</i> Facilitator: Lisa Carver		6/20/2024 8:30 a.m. – 11:30 a.m.
<i>Project Management for Non-Project Managers</i> Facilitator: Lisa Carver		7/18/2024 8:30 a.m. – 11:30 a.m.
<i>Meetings That Matter</i> Facilitator: Jay Mathis		8/8/2024 1:00 p.m. 5:00 p.m.
<i>Flourishing Through Insight &amp; Experience</i> Facilitator: LaShon Ross		9/20/2024 8:30 a.m. – 12:00 p.m.
<i>Delegating for Shared Success</i> Facilitator: Angie Whitney		10/18/2024 8:30 a.m. – 12:30 p.m.
<i>Team Building</i> Facilitator: Lisa Carver		11/21/2024 8:30 a.m. – 11:30 a.m.
<i>Conflict Management Using MBTI</i> Facilitator: Angie Whitney		12/4/2024 8:30 a.m. – 12:30 p.m.

For additional information about training, contact:  
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