

## 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.

The mandatory training classes must be taken within 12 months of hire or promotion. 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.



**Plano**  
*City of Excellence*

Course Title/Facilitator	Dates/Times	
<b>MANDATORY TRAINING</b> for newly hired or newly promoted supervisors		
All newly hired or newly promoted supervisors must attend these classes within 12 months of hire or promotion. <b>All classes are located in Training Room A, City Hall.</b>		
The Emotionally Intelligent Leader	02/09/2023	06/06/2023
Facilitator: Jay Mathis	8:30 a.m. – 4:30 p.m.	8:30 a.m. – 4:30 p.m.
Difficult Conversations for Supervisors	4/13/2023	5/16/2023
Facilitator: Angie Whitney	8:30 a.m. – 12:30 p.m.	8:30 a.m. – 12:30 p.m.
Documentation Basics	4/27/2023	7/13/2023
Facilitator: LaShon Ross	8:30 a.m. – 11:30 a.m.	8:30 a.m. – 11:30 a.m.
The C2 Organization: Compliance & Law	9/28/2023	10/12/2023
Facilitator: LaShon Ross	8:30 a.m. – 12:30 p.m.	8:30 a.m. – 12:30 p.m.
<b>ADDITIONAL RECOMMENDED TRAINING</b>		
<b>All classes are located in Training Room A, City Hall.</b>		
From Buddy to Boss	1/12/2023	
Facilitator: LaShon Ross	8:30 a.m. – 11:00 a.m.	
Delegating for Shared Success	3/9/2023	
Facilitator: Angie Whitney	8:30 a.m. – 12:30 p.m.	
Creating an Inclusive Workforce	5/11/2023	
Facilitator: Dr. Meghna Sabharwal	9:00 a.m. – 4:00 p.m.	
Trust Factor for Supervisors	6/8/2023	
Facilitator: Jay Mathis	8:30 a.m. – 4:30 p.m.	
Coaching and Feedback	8/10/2023	
Facilitator: Jay Mathis	8:30 a.m. – 4:30 p.m.	
Creating an Environment for Motivated Employees	9/14/2023	
Facilitator: Lisa Carver	8:30 a.m. – 12:00 p.m.	
What is My Role in Strategic Planning	11/9/2023	
Facilitator: Lisa Carver	8:30 a.m. – 12:00 p.m.	
Goal Setting	12/14/2023	
Facilitator: Lisa Carver	8:30 a.m. – 12:00 p.m.	

For additional information about training, contact:

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