

Best Hits of the New Supervisor Orientation

Portions of the redesigned New Supervisor Orientation were beta tested with existing managers and supervisors, and the request repeatedly came up, "Can existing managers and supervisors attend the New Supervisor Orientation." In response to that request, we have created an abbreviated "Best Hits Of" session. The 18-hour NSO has been abbreviated to 6 hours for existing managers and supervisors who are interested in honing their supervisory skills and brushing up on City policy.

Here is what one participant had to say, "I found the New Supervisor Orientation to be immensely helpful, informative and motivating. I definitely feel like I am more knowledgeable about how to do my job, more inspired to support my employees, and better prepared to handle the challenges of supervising others. This class is described as being for new supervisors, but I think it would be helpful no matter how long you've been managing others. I definitely recommend it." – Joelle Hammerstad, Parks Communications Manager

Topics Include:

- Defining and assigning the work to be done through setting expectations and delegating
- Effective performance coaching
- Representing the organization's and employee interests by upholding City policies
- Recognizing the wide range of resource options sups/mgrs. have for getting work done

INSTRUCTORS(s):

Gary Ford, Human Resources Department; John Paul, Seattle Department of Transportation

Course Length: 6 hours Choose <u>only one session</u> listed below:	
DATES	TIMES
December 16, 2014	9:00am – 4:00pm

Target Audience: existing Managers

Maximum # of participants: 24

Location: Provided via email confirmation.

Cost: NO CHARGE

REGISTRATION: Log onto [Employee Self-Service](#) (ESS) to register. ESS confirms your registration with an email from training@seattle.gov.

CANCELLATION: Cancellations must be made prior to the deadline date listed in ESS. Cancellation can be made via your ESS Training Cancellation.

"one city, one employer"
ADA/Reasonable accommodation is provided upon request.