

Supervisory Excellence



Supervisory Excellence classes will be offered March 15 thru June 30, 2011. Each class will be offered on a Tuesday and the following Thursday. This will allow for schedule flexibility.

Do not sign up for both, just one or the other.

Use the [online registration system](#) to view the schedule and enroll in Supervisory Excellence classes:

Time Mastery

March 15 **OR** March 24, 2011

Time Mastery will provide each participant a complete, self-directed assessment of current time management effectiveness. Learners will become more aware of what their time management behaviors are what skills may be lacking and will develop strategies to improve their skill gap areas. Some of the key areas addressed will be: attitudes, goals, priorities, planning, scheduling, and handling interruptions, delegation, procrastination and effective meetings.

Authority and Delegation

March 29 **OR** April 7, 2011

In order to be an effective supervisor, it is important to feel confident in your role. Equally as important, is the need to create a working environment that encourages individual and team contribution to the goals of your organization. “Authority and Delegation” will blend theory with skill building.

MBTI & Teamwork

April 12 **OR** April 21, 2011

The MBTI is a personality preferences inventory. The Indicator allows you to gain an understanding of your preferences, particularly with respect to:

How you get your energy, how you gather information, how you make decisions and your lifestyle, which includes how you use your time, complete tasks and make plans.

The MBTI has been used across the nation and the world for a variety of purposes such as self-awareness, diversity appreciation and team building. In this class, we will discuss topics such as:

Maximizing team's effectiveness, identifying benefits of becoming better team players and leaders, in addition to acknowledging the MBTI type of your team.



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