



The Supervisory Excellence Program offers several classes that target the most critical skill sets necessary to successfully lead in the public sector environment.

The Office of Learning and Professional Development is pleased to offer the following classes for May and June. Unless otherwise noted all classes are:

Time: 8:30 a.m. – 4:00 p.m.
Location: The General Services Division
4200 Surface Road,
Columbus OH 43228

To register, please go to: <http://trainreg.das.ohio.gov>

Motivation, Recognition & Rewards

Friday, May 13, 2011

Prerequisites: None

Ever been challenged to “motivate” your employees? We have some answers!

This course will help you explore how human behavior affects the workplace and the leader’s role in creating a motivating work environment.

MBTI & Teamwork

Tuesday, May 17, 2011

**Please note training location for this class only:
Department of Taxation
4485 Northland Ridge Blvd
Columbus, OH 43229**

DAS is partnering with the Department of Taxation to facilitate the course “MBTI & Teamwork.” This workshop is an introduction to the Myers-Briggs Type Indicator® (MBTI), and how to use the information it generates to understand your communication skills and those around you. Beyond workplace applications, you will gain new insight about the whole range of interpersonal relationships you manage day-to-day.

To register, please go to: <http://trainreg.das.ohio.gov>

Employment Law

Tuesday, May 24 and Thursday, June 2, 2011

Prerequisites: None

As a public sector supervisor, you must be aware of certain laws that pertain to you and your staff.

This class will provide guidelines for decision-making that relate to your work environment. You will learn terms and review case studies related to employment law and you will be able to ask and receive answers about relevant topics in government.

Coaching for Employee Success

Wednesday, June 1 and Thursday, June 9, 2011.

Prerequisites: None

As a supervisor, do you know how to effectively offer your employees resources, support and advice?

This course will enable you to identify your management style. You will gain ideas on how to individualize your approach to achieving the most from each person you coach by learning how to develop a plan for the before, during and after session including a coaching checklist and a discussion plan.

Influencing & Negotiating

Tuesday, June 21 and Thursday, June 30, 2011

Prerequisites: None

Your success depends on your ability to problem solve with others in a way that creates mutual value -- (win-win).

In this class, discussion will revolve around the *Why, When and with Whom* you will need to influence and negotiate with. Practical application through case studies will help you to evaluate and practice key techniques.