



SE Course Sampling:
• Authority & Delegation
• Coaching with Positive Expectations
• Influencing & Negotiating
• Redirecting to Improve Performance
• Goal Setting for Enhanced Performance

Supervisor, team leader, project leader, no matter what your title if you are in a position where you are expected to get work done through others, then your success depends on your ability to build a team, motivate, resolve conflicts and a host of other skills that are necessary to meet day-to-day challenges.

The Supervisory Excellence (SE) program offers courses that are critical to developing the knowledge, skills and abilities to help new and experienced supervisors meet the unique challenges in the government workplace.

### Who Should Attend

These courses are open to **exempt** State employees who are paid by warrant signed by the director of the Office of Budget and Management.

### Fee

These training courses are offered at **no cost** to eligible (see above) State employees.

### Course Times

8:30 a.m. to 4:00 p.m.

### Location

The Office of Learning and Professional Development hosts classes at:

Rhodes Office Tower    General Services Division  
30 E. Broad St.        4200 Surface Road  
Columbus OH 43215    Columbus OH 43228



**To view and register for available SE courses visit:**  
<http://trainreg.das.ohio.gov> Click on "Supervisory Excellence"

Please follow your internal agency approval procedures regarding training prior to registering for training programs and/or courses.