

Name:
Title:
Department:
Contact:
Title:
Local Government:
Address:

City/State/Zip:

Phone:

Fax:

Email:

LGIT Member - Free
Non-Member - Please call for pricing

Registration forms and cancelations must be received two days prior to the class. Registrants who fail to cancel will be billed a \$15.00 administration fee.

Please complete online registrations at: lgit.org/registration If you have any questions, please contact Larry J. Bohlen, Director, Field Services at 800.673.8231 or lbohlen@lgit.org



Mission Statement

The Local Government Insurance Trust will provide coverage and risk management services at stable and competitive rates through an organization that is owned and managed by its local government members.

*Local Government Insurance Trust
7225 Parkway Drive, Hanover, MD 21076
800-673-8231
443-561-1700
Fax 443-561-1701
www.lgit.org*

**Local Government
Insurance Trust
presents**

**Supervising
With
Confidence**

*A Workshop for
Beginning Supervisors*



**City of Bowie, City Hall
15901 Excalibur Rd.
Bowie, MD 20716**

Tuesday, November 19, 2019

**9:00 a.m. to 3:00 p.m.
*Lunch provided***

About the Workshop

Does your local government have employees that have been promoted and are now supervising personnel that they once worked with?



Learn to overcome some of the challenges that beginning supervisors face.

The Supervising With Confidence workshop will give beginning supervisors (and personnel that have supervised for a while) guidance in developing their employee supervisory skills. Beginning supervisors will learn the fundamentals of effective supervising and will practice these strategies during the workshop to better apply what they have learned to their place of employment.

Who Should Attend?

This workshop is for those with little to moderate experience in supervising employees. It will give beginning supervisors valuable information that will help them gain confidence in supervising and managing their staff.

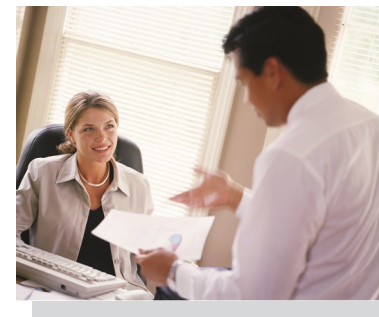
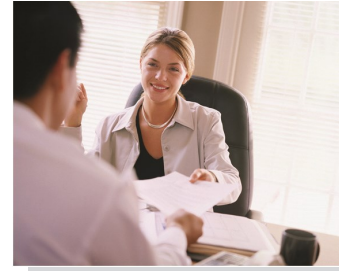
What will you learn?

- ◆ Learn to see the difference between successful and unsuccessful supervising.
- ◆ Know what is expected of supervisors.
- ◆ Identify the fundamentals of supervising.
- ◆ Use the five skills of successful supervising in the workplace.

The skills being taught are:

- Guiding the Work
- Organizing the Work
- Developing Staff
- Managing Performance
- Managing Relations

Supervise employees with confidence



Develop employees potential to the fullest

Driving Directions:

Take I-97 S. towards Annapolis.
Use the right 2 lanes to take exit 7 for MD-3 S. toward MD-32 W./Bowie/Odenton.
Follow Crain Hwy. to Excalibur Rd. in Bowie.
Continue onto Crain Hwy.
Turn right onto Collington Rd.
Turn left onto Evergreen Pkwy.
Turn left onto Excalibur Rd.
Destination will be on the right.
End at: City of Bowie, City Hall
15901 Excalibur Rd.
Bowie, MD 20716