

MANAGEMENT AND SUPERVISION: THE NEXT FRONTIER

Objective:

This course is designed to answer questions, and respond to needs with practical guidance, tips, and “how-to” for what you need to be successful. Some of the sessions are designed to increase your awareness on organizational effectiveness topics that will have value to you as you continue in your career to positions of greater responsibility.

Featured Topics:

HR/EEO Situations That Shout Watchout:

Diane Friez, Chuck Sandau, and Sara Romero-Minkoff will cover scenarios and case studies, with group discussion, regarding pitfalls and how to stay out of trouble.

Safety:

Make safety a priority rather than “after the fact.” **Tim Bozorth** will lead a facilitated discussion on not reacting to “gut” feelings, the impacts as a result of inaction, and how to integrate safety into everyday business and decisions.

Internal Communications:

Deena Wilson, from California, will cover topics such as respectful communications, sharing information with staff, communicating with lower-level supervisors, consistently applying policies, and resolving conflicts internally.

The Triple Play:

How are the dollars spent? What are some misconceptions? **Pam Dandrea** will answer these questions, along with covering key budget factors/issues for the future. Other topics of discussion will be the Bureau’s budget process including budget justifications, PTA, AWP, etc.

Personnel Management Committee (PMC):

Diane Friez will discuss what is covered in the PMC, the PMC database and the decisions, and how/when they are made and communicated.

Law Enforcement for Managers – In a Nutshell:

Is there effective communications? How can Law Enforcement help the field? What are some key Law Enforcement issues to be aware of? **Theresa Hanley, Tim Bozorth, and Tom Madsen** will lead a discussion on these issues.

MSO Resources:

Theresa Hanley, along with the branch chiefs, will discuss policy development, the role of the program lead, and interrelationships between the Washington Office, State Office, and Field Offices.

Dealing with Employee Problems:

Gavin Frost and Chuck Sandau will lead an interactive discussion on probationary/trial periods, misconduct, performance, and medical issues.