

BASIC SUPERVISORY TRAINING OPPORTUNITIES

The Heart of True Leadership (Three-day Supervisory Training)

A supervisor is a leader. It takes sacrifice, commitment, and selflessness to lead effectively. Leaders understand what gives a sense of self-worth to themselves and the people they lead. Leaders use this understanding to create and maintain effective relationships, reduce conflict, transfer knowledge and build more productive teams.

This award-winning training is practical, engaging and relevant for new supervisors and experienced leaders seeking a quick refresher. Class size is limited to ensure adequate discussion and individual attention.

Instructors: Jonathan Morris and/or PMC Faculty.

Come and explore with us these concepts as well as others:

- *Leadership Styles*
- *Transitions and Change*
- *Promoting Customer Service*
- *Coaching & Motivation*
- *Managing Conflict*
- *Performance Management*
- *Documentation*
- *Managing Up*
- *Leading Diverse Teams*
- *Knowledge Management*
- *Delegation*
- *Employment Law for Supervisors*
- *More*

Location: University of Kansas Public Management Center*
715 SW 10th Street
Topeka, KS. 66612

*Contact the PMC to schedule a BST training in your community.

Available Dates: February 10, 11 & 12 2009
April 7, 8, & 9 2009
June 9, 10 & 11 2009
October 6, 7 & 8 2009
December 1, 2 & 3 2009

Times: 8:30 a.m. - 4:30 p.m.

Cost: \$325 per participant

Class size is limited. To register, please fill out registration form and send to KU PMC or fax to (785) 296 – 2580. If you have questions or would like to discuss other course offerings or locations, please call (785) 296-2353 and visit our website at www.kupmc.org.

Basic Supervisory Training (BST) Registration Form
KU Public Management Center

Name (Last, First): _____

Organization: _____

Business Address _____ City, State, Zip _____

Business Phone _____ Business E-mail _____

Please indicate which training session you will attend:

Oct 6-8____; Dec 1-3____

An interfund voucher or invoice will be sent to your organization. Please include complete billing information.

Organization _____

Billing Representative _____

Address _____

City, State, Zip _____ E-Mail address _____

Submit completed registration form to: KU Public Management Center
715 SW 10th Street
Topeka, Kansas 66612
Phone: (785) 296-2353
Fax: (785) 296-2580

_____ Special Accommodation Request Program Accessibility
We accommodate persons with disabilities. Please call 785-296-2353 or mark the space on the registration form and a KU Public Management Center representative will contact you to discuss your needs. Please indicate your needs at least two weeks before the start of the program if possible.

The University of Kansas is committed to providing programs and activities to all persons regardless of race, religion, color, national origin, ancestry, sex, age, disability, and veteran status. In addition, university policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status.