

SUPERVISOR WORKSHOP

Required Skills Every Supervisor Must Have



Date: May 10 - 11, 2022



Time: 9:00 am - 3:30 pm



Cost: FREE



Location: Coeur d'Alene



**Venue: Coeur d'Alene Library
702 E Front Ave, Coeur d'Alene**



**Who: Supervisors & Managers
This is for YOU!**

**Space is
limited. Don't
miss out!**



**Tammy Middleton
SHRM-CP, CIWCS
Human Resources Risk Manager**

**Enroll
Today!**



YOU WILL LEARN

- **Important skills to help you transition into an effective supervisor role**
- **To conduct a fair and legal interview**
- **To effectively onboard your employees into their new roles**
- **To provide meaningful feedback that creates change**
- **To write accurate documentation that will support employee development and accountability**
- **To create an effective performance plan that will help your employees succeed**

**Clear your
calendar and
reserve your
spot!**



YOU WILL BE ABLE TO

- **Identify your strengths and weaknesses as a supervisor and learn how to be more effective**
- **Interview without bias and avoid legal pitfalls**
- **Create documentation that supports your decisions and reduces litigation risk**
- **Write an effective performance plan**