

Supervisor Training Series - Webinar Edition

➞ Series = All 9 Webinars ➞ For New or Aspiring Frontline Supervisors ➞ 10am

AUG 6

1. Employee Lifecycles

AUG 13

2. Documentation

SEP 3

3. Supervisor 101

OCT 1

4. The Art of Coaching

OCT 15

5. Legal Interviewing

OCT 29

6. Performance Management

NOV 5

7. Performance Reviews

NOV 19

8. Disciplinary Action

DEC 10

9. Termination Prep



Build Confident, Compliant, and Capable Supervisors - Right From the Start

Course Information

This engaging webinar series includes 9 classes, grouped into three themed parts, and is designed for new or aspiring frontline supervisors.

Sessions include expert instruction with interactive breakout rooms, live polls, and scenario-based discussions to build real-world supervisory skills in a supportive, feedback-rich environment.



Part 1: Foundations of Supervision

1. Employee Lifecycles

Understand the full employee journey—from hiring to termination. This webinar is an overview of employment laws, key components of hiring, performance management, and terminations. We will discuss legal responsibilities, employment laws, and discuss pitfalls to avoid.

(Class run time: 1 hour)



2. Documentation

Learn how to create clear, defensible documentation that supports performance management and reduces legal risk. Participants review examples and identify red flags in breakout sessions. (Class run time: 1 hour)

3. Supervisor 101

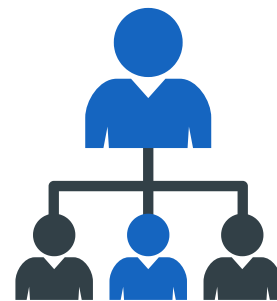
Explore essential supervisory duties like delegation and managing peer relationships. Breakout discussions focus on early-career challenges and practical solutions.

(Class Run time 1.5 hours)

Part 2: Core Skills

4. The Art of Coaching

Explore the power and purpose behind coaching conversations. We will discuss how to structure coaching conversations, give feedback, and document interactions effectively. (Class run time: 1.5 hours)



5. Legal Interviewing

Learn how to conduct interviews that are both effective and compliant. We will explore interview questions that are effective and the type of questions that are not effective. Students will learn the STAR method for asking behavioral questions. (Class run time 1.5 Hours)

6. Performance Management

We will discuss the importance of performance management and get familiar with SMART plans and performance improvement plans (PIPs). Breakout groups will build and critique performance plans. (Class run time 1.5 hours)



Part 3: High-Stakes Conversations

7. Performance Reviews

Discover how to write and deliver reviews that are fair, motivating, and legally sound. We will cover some do's and don'ts when writing reviews. Students will have an opportunity to review performance review processes and communication plans. (Class run time: 1.5 hours)

8. Disciplinary Action

Understand when and how to take disciplinary action. Learn how to write effective documentation and deliver messages clearly and professionally. (Class run time 1.5 hours)

9. Termination Prep

Navigate the risks and legal considerations of employee terminations. We will take a deeper look into the steps and documents needed to reduce litigation risk when terminating employees. Students will learn how to set up and deliver terminations. (Class run time 1.5 hours)

Important Info - Please Read



The supervisor training series consists of 3 parts: with 3 classes in each part, for a total of 9 classes to complete the series. Students are strongly encouraged to take *all 9 classes in order*, as each class builds on content from the prior class.

Please review the schedule to ensure that you can attend all classes when signing up. Students will need to sign up for each of the nine classes individually. These will be live webinars where we will have poll questions and breakout sessions to build skills in each category. In order to be able to participate at the highest level, please ensure that your system can run a zoom class with audio and visual. We recommend testing your system prior to class as Technical Support will not be available during class. If you are unable to join with audio and visual a dial in phone number will be provided.

In order to optimize the learning opportunity we have limited the number of students per session to 50. If for some reason you are unable to attend a class please cancel your registration in advance or notify the trainer.

If you must miss a session you may make up that class when offered again. It is our intention to offer the entire supervisor training series at the beginning of 2026 so please check our calendar <https://www.icrmp.org/calendar/> for classes and registration information.

Attendance and training will be tracked through our online system. And students who wish to receive a completion certification can request one through the trainer.

The class is designed to accommodate 1 student per registration. If you need some type of accommodation please reach out to the trainer.

Trainer



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[Click Here to Register](#) or Visit Our [Event Calendar](#)