



Supervisor Training Series

Elevate Your Leadership!

Series = 9 Webinars For New or Frontline Supervisors Thurs 10am-11am

FEB 5

1. Employee Lifecycle

FEB 12

2. Documentation

FEB 19

3. Supervisor 101

FEB 26

4. How to Conduct a Legal Interview

MAR 5

5. The Art of Coaching

MAR 12

6. Performance Management

MAR 19

7. Performance Evaluation Process

MAR 26

8. Disciplinary Action

APR 2

9. Termination Prep



Elevate Your Leadership

Register Now! Space is Limited!

Are you a frontline supervisor or new to supervision?



The STS is your opportunity to gain essential skills, avoid costly mistakes, and build confidence as a leader. This 3-part series features 9 dynamic classes designed to give you foundational knowledge of basic supervisory tasks, practical tools, processes, and risk awareness of supervising employees.

Course Sessions

Session 1: Employee Lifecycle

This class is an overview of hire to termination and the basic processes that supervisors need to understand including a review of employment laws, hiring processes and basic employment practices.

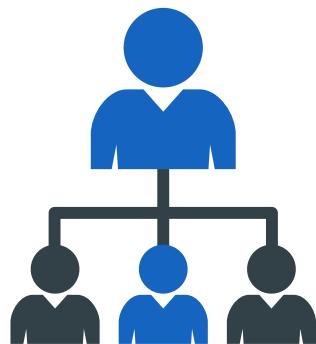


Session 2: Documentation Basics for Supervisors

This class is an overview of the types of documentation required for employment practices and provides training on how to document effectively. Covers storage and security for employee documentation. We will review how documentation supports the organization in the event of litigation.

Session 3: Supervisor 101

This class provides basic supervisory skills including communication, supervising different types of employees, and foundation skills for what supervisors can delegate and what they should keep responsibility for doing.



Session 4: How to Conduct a Legal Interview

This class covers basic interview strategies and tactics. We will also discuss what is lawful and unlawful to ask during an interview and go over the types of questions that may lead to problematic interviews.



Session 5: The Art of Coaching

This class explains what coaching is and its purpose in the organization for employee development and accountability. This class includes examples of effective coaching documentation.

Session 6: Performance Management

This class discusses the importance of managing employees' performances and provides an overview of tools to support employee development and accountability for their work.



Session 7: Performance Evaluation Process

This class will go over the basics of writing employee reviews, communication plans and understanding bias. We will discuss how to write effective and factual reviews that support employee development.

Session 8: Disciplinary Action

This class covers the importance and purpose of discipline. Supervisors will learn how to effectively use disciplinary action to improve performance and work product. We will cover the importance of well written effective disciplinary action in termination and litigation.



Session 9: Termination Prep

This class will teach supervisors how to effectively prepare for terminations, how to critically review documentation, and how to have a termination conversation.

Important Info - Please Read

This series is designed to help supervisors strengthen their skills through a structured learning experience. Each session builds on the knowledge from the previous class, so attending in sequence is highly recommended.



However, we understand schedules can be challenging. If you miss a session or want to focus on a specific topic, you're welcome to register for individual classes that meet your needs.

Take advantage of this opportunity to grow your leadership skills. Whether through the full series or targeted sessions tailored to your goals!

How It Works

- **Max Attendees:** 150 per session. Register early to secure your spot!
- **Duration:** Each session is 1 hour.
- **Format:** Interactive Zoom classes with videos and handouts.
- **Attend in Sequence:** Each session builds on the last for a complete learning journey. Can't make them all? Register for the sessions that fit your needs.
- **The class is designed to accommodate 1 student per registration.** If you need some type of accommodation please contact Tammy below.

Take the next step in your leadership journey and join a community of supervisors committed to excellence.

Trainer



Tammy Middleton, HR Risk Manager
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Don't Miss Out!
Register Today!



Special Note

If you need to cancel your registration, please contact: Tammy or intake@icrmp.org

Testimonials From Prior Attendees

“Great class with tons of relevant info.”

“This training has opened my eyes to many things. I don't feel that I have been correctly trained as a supervisor, and I feel that lack of training could be affecting my training to others. I have a new look on supervising.”

“Content was clear and concise, easy to follow.”

“All supervisors, even those not new or aspiring, should take a course like this every few years”

“These processes will take time to learn. I will need to practice them. Tammy did a great job providing concrete examples.”

