

# Supervisor Training Series

## Elevate Your Leadership!

➔ Series = 9 Webinars ➔ For New or Frontline Supervisors ➔ Wed 3:00 - 4:30pm

JUL 29

**1. Employee Lifecycle**

AUG 5

**2. Documentation**

AUG 12

**3. Supervisor 101**

AUG 19

**4. How to Conduct a Legal Interview**

SEPT 2

**5. The Art of Coaching**

SEPT 9

**6. Performance Management**

SEPT 16

**7. Employee Evaluation Process**

SEPT 23

**8. Disciplinary Action**

SEPT 30

**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.*

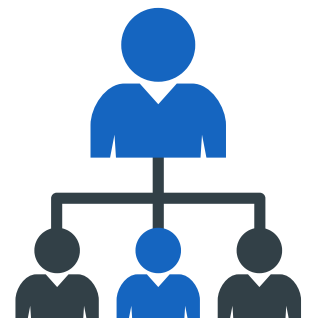


#### Session 2: Documentation Basics for Supervisors

*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: Employee 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:** 75 per session. Register early to secure your spot!
- **Duration:** Each session is 1.5 hours.
- **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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208-246-8204

**Don't Miss Out!**  
**Register Today!**



**Special Note:** If you have questions please contact Tammy

## 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.”**

**“Each session adds more and more to my resource base. I enjoy taking notes and delving into some of the topics on my own time and finding ways I can implement what we are learning. Thank you!”**

