

## **Tier 3 2007 Training Schedule**

### **MANAGEMENT AND PROFESSIONAL DEVELOPMENT**

#### **INTERMEDIATE EFFECTIVE SUPERVISORY SKILL BUILDING- 130005**

This intermediate level International City/County Management Association (ICMA) approved certification program for supervisors requires a time commitment of two 3-hour classes per week for five consecutive weeks. This experiential program focuses on such skills as: teamwork, influence skills, motivation, ethics, and the effective use of communication to accomplish work through others. Although appropriate as a subsequent program to *Introduction to Effective Supervisory Skill Building for First Time Supervisors*, it may also provide benefit as a stand-alone program for existing supervisors. Homework assignments are required and consistent attendance is strongly encouraged to receive an ICMA approved certification. *Open to all existing supervisors.*

Two programs offered in 2007 are as follows:

Program 1: **April 24,26**  
**May 1,3,8,10,15,17,22,24**

Program 2: **November 8,15,20,27,29**  
**December 4,11,13,18,20**

**All class times are 9 a.m. –12 p.m.**

Location: Two Centennial Plaza 1<sup>st</sup> Floor Conference Room

Training Hours: 30