

How it Works

Human Resources is proud to launch the next series of supervisor training sessions!

Choose any **EIGHT** sessions to complete the full certification program.

Sessions fill up quickly, so register early. Check the registration site frequently to see if sessions open up due to last minute cancelations.

Join our dynamic facilitators that will provide you with valuable theories, tips, and tested techniques; as well as encourage discussion and networking among your peer supervisors.

WHO SHOULD ATTEND?

- ~ALL NEW SUPERVISORS
- ~Current supervisors who have not yet completed the program
- ~Employees who will soon be supervising other certified staff

HOW TO REGISTER

- ~Click on the registration link:
<https://wiu.edu/users/hrtrain/registrations/index.php>
- ~ Select the appropriate sessions (Beginning with "PSTCP")
- ~Register for each session you choose

QUESTIONS? Contact Sheila Downin,
Human Resources 298-1971 or
S-Downin@wiu.edu

SESSIONS

Choose "8" from the following options:

MANAGING INTERPERSONAL RELATIONSHIPS IN THE WORK PLACE

Presenter: Nathan Miczo
Wednesday, February 8, 2017 9:00 am-Noon
Location: Multicultural Center-Board Room
(2nd Floor)

CONFLICT RESOLUTION/MANAGEMENT

Presenters: Karen Sears & Scott Walker
Wed., February 15, 2017 9:00 am-Noon
Location: Stipes Hall, Room 501

EFFECTIVE MEETINGS & PRESENTATIONS

Presenter: Kanu Priya
Thursday, February 23, 2017 1:00-4:00 pm
Location: Stipes Hall, Room 501

LEADERSHIP

Presenter: Ann Comerford
Wednesday, March 1, 2017 9:00 am-Noon
Location: Union Lincoln Room

CIVIL SERVICE CORRECTIVE ACTION

Presenter: Pam Bowman
Tuesday, March 7, 2017 1:30-3:30 pm
Location: Facilities Management Large
Training Room

MOTIVATION

Presenter: Tom Cody
Wednesday, March 15, 2017 9:00-11:30 am
Location: Stipes Hall Room 501

EMERGENCY PREPAREDNESS & RISK MANAGEMENT

Presenter: Digger Oster
Wednesday, March 22, 2017 9:00-11:00 am
Location: Stipes Hall Room 501

RUN-HIDE-FIGHT:

An Active Shooter Event

Presenters: Tom Clark & Derek Watts
Tuesday, March 28, 2017 9:00-10:30 am
Location: Multicultural Center,
Multipurpose Room (Ground level)

MANAGING A DIVERSE TEAM

Presenter: Jason Woods
Thursday, March 30, 2017 1:30-3:00 pm
Location: Stipes Hall Room 501

TITLE IX

Presenter: Andrea Henderson
Tuesday, April 4, 2017 1:30-3:00 pm
Location: Union Capital Room

COACHING, COUNSELING, & MENTORING

Presenter: Susie Nichols
Thursday, April 13, 2017 9:00 am-Noon
Location: Stipes Hall Room 501

TEAM BUILDING

Presenter: Patrick Twomey
Thursday, April 27, 2017 9:00 am-Noon
Location: Horrabin Hall Room 1



"I think it's a very important collaboration between the conductor and the orchestra-especially when the conductor is one more member of the orchestra in the way that you are leading, but also respecting, feeling and building the same way for all the players to understand the music."

-Gustavo Dudamel

EXPECTATIONS

Your role as a supervisor is much like that of a conductor of an orchestra. Each employee must "play their part" to ensure the "orchestra" or department performs to the best of their ability. The "conductor" or supervisor is responsible to lead the "musicians" or staff/team using the knowledge, skills, and abilities you have learned.

This program will maximize your role as a supervisor. You will learn to lead and build personal effectiveness. Supervisors will acquire resources and tools for better supervision, while networking with other colleagues in departments all over campus.



True leaders don't create followers, they create more leaders!



*PSTCP Certificate Recipients
May 2016*

THE MISSION

It is the mission of Western Illinois University Talent Management to assist employees in the discovery of their value and uniqueness as individuals and professionals. By encouraging employees to participate in a variety of learning opportunities, they are afforded choice and control-both of which serve as strong sources of motivation. Employees will be offered the means to grow as individuals and to increase their contribution to the university.



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Western Illinois
University
Human Resources
Talent Management
1 University Circle
105 Sherman Hall
Macomb, IL 61455
(309) 298-1971



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WESTERN ILLINOIS UNIVERSITY

HUMAN RESOURCES TALENT MANAGEMENT

Professional Supervisor Training Certificate Program

Spring 2017

