



## Special Topics in Supervisory Skills Program

Whether you are a first-time supervisor or preparing yourself for a promotion later in your career, this training program will help you sharpen your leadership skills and bolster your confidence as you go forward with your current and future responsibilities. **This is a 4-part series. We ask that you not register unless you can commit to attending the entire series. (Registration for Day 1 will automatically register you for the entire series)**

[Session 1](#)- September 5, [Session 2](#), September 11, [Session 3](#), September 19, [Session 4](#), September 26

All sessions: 1:00 p.m. – 2:30 p.m.

[Register for entire series here](#) **Limit 2 participants per municipality**



This is a 4- part series. MIIA Rewards credit will only be awarded for participation in the entire series.

Registration for session one will automatically register you for all 4 sessions. These sessions are very interactive. Per MIIA training policy, in order to receive a training certificate, all participants must remain on camera at all times and be on an individual device



### Rockie Blunt

Rockie Blunt, EdD, president of Blunt Consulting Group, has built a reputation as a dynamic presenter and skillful facilitator. The cornerstone of his approach is establishing a comfortable, supportive atmosphere in which his clients develop self-confidence and enhance their capacity to learn. Rockie's approach is summed up this way: "I don't teach people. I help them learn."

He has a bachelor's degree from Yale University, a master's from Clark University, and a doctorate in Human Resource Education from Boston University.

### SESSION ONE: TRANSITIONING TO A SUPERVISORY POSITION

- Transitioning to foreman or supervisor
- Stages of skill development
- Supervising former co-workers
- Developing self-confidence

### SESSION TWO: ESTABLISHING ROLES AND RESPONSIBILITIES

- Clarifying roles, responsibilities and expectations
- Decision-making styles
- Establishing credibility and trust

### SESSION THREE: SUPERVISORY COMMUNICATION SKILLS

- Effective listening skills
- Communicating through the organization
- Communicating with different personalities
- Leadership communication

## SESSION FOUR: DEALING WITH CHALLENGING EMPLOYEES

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- Following a problem-solving method
  - Having difficult conversations
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