



# The Professional Government *Supervisor Program*

## TOPIC AREAS TO CHOOSE FROM

- Appraising Performance
- Becoming a Supervisor
- Building Effective Teams
- Building Emotional Intelligence
- Building Relationships through Collaboration
- Coaching
- Cultivating Motivation and Engagement
- Delegating
- Developing Interpersonal Skills
- Diagnosing Performance Issues
- Diversity and Inclusion
- Giving and Receiving Feedback
- Improving Performance and Productivity
- Influencing
- Interviewing Techniques
- Making Effective Decisions
- Managing Change
- Managing Conflict
- Managing Customer Service
- Managing Generational Differences
- Managing Projects
- Mentoring
- Negotiating
- Preparing Effective Writing
- Promoting Creativity and Innovation
- Running Effective Meetings
- Thinking Strategically
- Working within the Federal Budget Process
- Writing Essentials

## *Design your perfect solution.*

With OPM's mandatory training requirement for Federal supervisors, it's critical that organizations offer supervisory training to address both the requirements and unique development needs of aspiring and established management level employees. *The Professional Government Supervisor Program* is the only customizable and comprehensive supervisory skills solution designed for Federal government employees and maps directly to OPM's supervisory training framework.

**With 29 topic areas to choose from, you are able to customize a program specific to your needs or choose from one of our pre-designed packages.**

The program allows you to select specific modules to address and solve targeted skill gaps—and, since the training happens at your organization, everyone learns at the same time and learns how to apply the skills back in the office.

Whether your agency needs training for aspiring leaders, new supervisors, or experienced executives, let Management Concepts ensure that every manager in your organization has the training they need to be successful with *The Professional Government Supervisor Program*.



Choose from one of our sample programs or design your perfect solution.

“

This was a great program, and the instructor was an amazing facilitator that kept us engaged and passionate about the topics.

”

*Are you ready to get started?*

[www.ManagementConcepts.com/Supervisor](http://www.ManagementConcepts.com/Supervisor) | 888.545.8573

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# The Professional Government *Supervisor Program*

## *Now available for individual enrollment*

Once available only as part of a private group training program, our highly rated *Professional Government Supervisor Program* is now offering several of its most in-demand course modules for individual enrollment in convenient half-day sessions. *The Professional Government Supervisor Program* is designed for Federal government employees and maps directly to OPM's supervisory training framework.

## *Upcoming Classes*

### AUGUST 2019

#### **Becoming a Supervisor (AM Session)**

8/19 | \$299 | Washington, DC

Module Lessons: Attributes of Effective Supervisors, Elements of Supervision, Leading with Integrity, Module Capstone: Supervisor Self-Assessment

#### **Building Emotional Intelligence (PM Session)**

8/19 | \$299 | Washington, DC

Module Lessons: Understanding Emotional Intelligence, Self-Awareness and Management, Leading Emotionally Intelligent Teams

### SEPTEMBER 2019

#### **Delegating (AM Session)**

9/17 | \$299 | Washington, DC

Module Lessons: Delegation Overview, How to Delegate, Module Capstone: Delegating to an Individual

#### **Building Relationships through Collaboration (PM Session)**

9/27 | \$299 | Washington, DC

Module Lessons: Building Relationships, Networking, Creating a Collaborative Culture

### OCTOBER 2019

#### **Improving Performance and Productivity (AM Session)**

10/11 | \$299 | Washington, DC

Module Lessons: Aligning Goals and Performance, Performance Planning Conversations, Productivity and Time Management

#### **Managing Conflict (PM Session)**

10/11 | \$299 | Washington, DC

Module Lessons: Recognizing Conflict, Conflict Management Approaches, Conflict Resolution Process

## **REGISTER TODAY!**

Search course number 4710 and click "**class schedule**" for upcoming sessions

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