

**Washburn Tech
Business & Industry Center's
Public Safety Institute
presents...**

Successful Leadership, Supervision What I Need to Know...

This training session is intended to lay the foundation of knowledge essential for basic supervision, management and leadership. First-time leaders and supervisors many times are put into place without any formal training but expected to perform and succeed. Many times, an organization's approach to leadership training is a failure or not a success approach. Successful leaders and supervision eventually figure it out, those who don't withdraw back to individual contributors unlikely to ever step up again.

Stepping into a leadership role is one of the most courageous decisions in one's career. A leader who consistently leads others by supporting people and the agency to grow intentionally through pursuing goals that stretch their skills, collaborating and fostering interdependence, opening doors of opportunity for others and a commitment and passion for becoming better leaders.

We will focus on the importance of utilizing and developing situational awareness, self-awareness and personal accountability as the foundation to becoming a successful supervisor, manager and leader through:

- Understand the difference between supervision/management/leadership
- Understand leadership styles
- Values, morals and ethics of leadership
- Supervisor liability
- Understand the importance of proper employee documentation
- Knowledge of how to deal with difficult employees
- Knowledge of how to have difficult conversations with employees and peers
- Understand the workplace environment i.e., workplace bullying and discriminatory behavior

When: November 15, 2023 1 8 a.m.-5 p.m. (lunch noon-1 p.m., responsibility of the attendee)

Where: Washburn Tech, 5724 SW Huntoon St., Topeka, Kan. 66604

Cost: \$75

Format: Lecture/Student Participant

**Register by contacting Washburn Tech at (785) 383.3892
or william.cochran@washburn.edu.**

