

# Front-Line Supervisory Series

## **Supervising people is a daily challenge.**

Let The University of Iowa's *Front-Line Supervisory Series* help you reach peak supervisory skills!

### **Series Description:**

Are you looking for ways to meet the daily challenges of leading people and coordinating work as a front-line supervisor? This FREE series will provide you with practical tools, strategies, and UI resources to enhance performance through effective, respectful working relationships with your staff.

### **Recommended for:**

Enrollment in this series is intended for front-line supervisors with line or functional supervision, with no budgetary or strategic planning responsibilities. Others who are interested in gaining supervisory knowledge will be considered, pending space considerations.

### **Completion Requirements:**

To receive the maximum benefit and a series certificate of completion, it is recommended that supervisors complete all courses included in the series, including the required online course. Participants meeting the requirements will be awarded certificates at the end of the series.

### **Series Enrollment:**

Due to space limitations, early registration by those who can commit to the entire series will be honored first. **Applications must be submitted by the January 15th deadline.** Those admitted to the *Front-Line Supervisory Series* will be notified of their enrollment shortly after the October deadline. Participants will also receive confirmation emails (which will serve as reminders) approximately 6 days before each class in the series.

### **Series Coursework:**

On average, courses will be held monthly. Materials will be provided at each session. Participants must also complete the SkillSoft course as well.

## **Applicant Information**

Name: \_\_\_\_\_

Job Classification: \_\_\_\_\_

Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Are you currently a supervisor? \_\_\_\_\_ Y \_\_\_\_\_ N

If yes, how many people do you supervise? \_\_\_\_\_

## **Front-Line Supervisory Series Coursework**

### **Your Role in a Positive Workplace**

Thursday, February 4, 2010 1:30 p.m. — 4:30 p.m.

### **Understanding and Applying Work Styles as a Supervisor**

Thursday, February 25, 2010 1:30 p.m. — 4:00 p.m.

### **Productivity Upgrade: You and Your Staff**

Tuesday, March 16, 2010 2:00 p.m. — 4:30 p.m.

### **Strengthening Everyday Performance**

Thursday, April 8, 2010 1:00 p.m. — 3:30 p.m.

### **Conflict Management for Frontline Supervisors**

Thursday, May 6, 2010 2:00 p.m. — 4:30 p.m.

### **Working with a Troubled Employee and Your Link to UI Resources**

Thursday, May 27, 2010 1:30 p.m. — 4:00 p.m.

### **Putting the Front-Line Supervisory Series to Work**

Tuesday, June 15, 2010 2:00 p.m. — 4:30 p.m.

### **Workplace Diversity Awareness (SkillSoft Course # lchr\_01\_a03\_lc\_enus)**

Log in to the *Learning Online with SkillSoft* website at: <http://skillsoft.uiowa.edu> and type the course number or name in the "Search" box.

## **APPLICATION SUBMISSION**

**Submit your completed application by January 15,** to UI Learning & Development, 121-51 USB, or fax to (33)5-2644. Questions? Please call (33)5-2687.

The University of Iowa requests this information for the purpose of registration in UI Learning & Development courses. No persons outside the University are routinely provided this information. If you fail to provide the required information, the University may not consider your application. The University of Iowa prohibits discrimination in employment, educational programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The University also affirms its commitment to providing equal opportunities and equal access to University facilities. For additional information on nondiscrimination policies, contact the Office of Equal Opportunity and Diversity, (319) 335-0705 (voice) and (319) 335-0697 (text), 202 Jessup Hall, The University of Iowa, Iowa City, Iowa 52242-1316. Individuals with disabilities are encouraged to attend all University of Iowa-sponsored events. If you are a person with a disability who requires an accommodation in order to participate in this program, please contact UI Learning & Development in advance at (33)5-2687.