



**Management and Supervision  
Tuesday, December 3, 2024  
Plainfield - Water Distribution Building  
AGENDA**

Course Code: 3236  
CECs: 0.7 Managerial DW

7:45-8:00AM	Check-In
8:00-8:15AM	Pre-Test
8:15-9:30AM	Supervising others
9:30–11:15AM	Understanding your management style <i>Includes a 15-minute BREAK</i>
11:15–11:45AM	Understanding the Rules of Engagement
11:45AM–12:00PM	Managing today's workforce
<i>12:00 – 12:30 PM</i>	<i>LUNCH</i>
12:30–1:00PM	Managing today's workforce (cont.)
1:00–1:30PM	Managing projects
1:30–2:00PM	Facilitating an effective meeting
2:00–3:15PM	Human resources <i>Includes a 15-minute BREAK</i>
3:15–3:45PM	Managing your team through a crisis
3:45–4:15PM	Accountability and ethics
4:15-4:30PM	Post-Test
4:30 PM	ADJOURN