



Management and Supervision Agenda

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