



Management and Supervision - Know Before You Go

Thank you for registering for Management and Supervision. We hope you find this information useful to you.

Date & Time:

Tuesday, May 9, 2023

8:00 a.m. - 4:30 p.m.

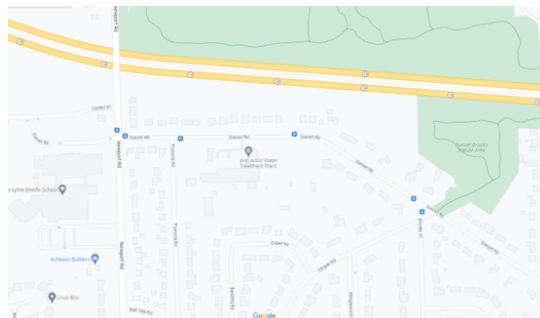
Location:

Ann Arbor Water Treatment

Plant - Media Center

919 Sunset

Ann Arbor, MI 48103



PLEASE NOTE the event time has changed. Class is 8:00 a.m. - 4:30 p.m.

Earning Credit:

Attendees are expected to participate and to be engaged throughout the duration of the session to receive CECs and will need to sign in and out each day of the event. The full day must be attended to receive the day's credits.

CECs: 0.7 - pending EGLE approval.

Parking & Plant Entry:

Due to construction attendees will need to park along Sunset Road (see picture below.) To enter the plant go to the visitor gate and use the intercom to give your name and class you are attending. The media center is in the administration building.



Agenda:

Tuesday, May 9, 2023

- 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
Includes a 15-minute BREAK
- 11:15 – 11:45 AM Understanding the Rules of Engagement
- 11:45 AM – 12:00 PM Managing today’s workforce
- 12:00 – 12:30 PM LUNCH
- 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
Includes a 15-minute BREAK
- 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

Download the Agenda

Cancellation Policy

Registration substitutions within the same organization are allowed. Cancellations received less than 7 days from the start of the event will receive no refund. Under extenuating circumstances, a credit for training may be issued but is only redeemable for Section event registrations and must be used within the same calendar year. Credits are granted at the sole discretion of the Executive Director.

CONTACT STAFF

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