

SUPERVISOR DEVELOPMENT & TRAINING WORKSHOP

HOSTED BY
FAYETTE COUNTY HEALTH DEPARTMENT

MAY 9, 2018
8:30 AM - 4:30 PM

\$145 PER PERSON
PAYABLE TO:

FAYETTE COUNTY HEALTH DEPARTMENT
REGISTRATION DEADLINE APRIL 15, 2018

CLASS SIZE LIMITED TO THE FIRST 35 WHO HAVE REGISTERED AND PAID

NAME: _____

STREET ADDRESS: _____

CITY/STATE/ZIP: _____

AGENCY: _____

EMAIL: _____

*Return form and payment to: FCHD, 416 W. Edwards St.,
Vandalia, IL 62471*

*Contact: Rhonda Andrews or Julie Opfer
618-283-1044*

TOPICS OF THIS TRAINING INCLUDE:

COACHING EMPLOYEES

CONFRONTING & RESOLVING CONFLICTS

ESSENTIAL SKILLS OF LEADERSHIP &
COMMUNICATION

MOTIVATING TEAM MEMBERS

ORGANIZATION SKILLS & TIME MANAGEMENT

PREVENTING HARASSMENT, DISCRIMINATION, &
BULLYING

Workshop
presented by:

HR Specialist/Event & Publication Sales
Illinois Chamber of Commerce

TEACH

INSTRUCT

ENCOURAGE

MENTOR

PRAISE

INFLUENCE

GUIDE

INSPIRE