

Workshop

Title: Enhancement of Supervisor's Skills

Location: Tulalip Conference Room
(Conference Room site to be determined)
Marysville, Washington

Course Title: NWIC SOCI 189:
Two College Credits

Description: This Sociology Class will focus on social relationships & the scientific theory behind it. social groups, social organizations, socialization, deviance & social control. Discussions will be held on the concepts in leadership, decision making & communications for the supervisor to utilize in the workplace. Topics include management styles, human relations and creativity in the workplace"

Workshop Fee: \$289

(Includes college tuition fees)

Workshop Info: etef@austin.rr.com
1-512-762-1984

Registration Deadline:

August 29, 2009

Name: _____

Tribe: _____

Address: _____

Town: _____

State: _____ **Zip:** _____

Phone: _____

Cell: _____

e-mail: _____

Check Number: _____ \$289

Mail to: Julie Johnson
PO Box 827, Neah Bay, Washington 98357
Phone: 360-640-0222
e-mail: julie2008@centurytel.net

Workshop

Enhancement of Supervisor's Skills

2 College Credits

Wednesday September 9, 2009

- 8:00 a.m.Registration
- 9:00 a.m.Welcome & Introductions
- Instructors: Julie Johnson and Elizabeth Throgmorton
- Turn in College Registration Forms
- Human Behavior Factors
- 9-15 a.m.Left Brain & Right Brain Employees: "Why we make the decisions we do."
- Group Interaction
- 11:00 a.m.7 Management Styles
- 12:00Lunch on your own
- 1:00 p.m.Introduction to Maslow's Law
- "Understanding Our Community"
- 3:00 -5 pm.....Open Discussion
- Home Work Assignments

Friday September 11, 2009

- 8:00 a.m.Review of Thursday's discussion
- 9:00 a.m.Introduction to "What is Sexual and Other Forms of Harassment?"
- 11:00 a.m.Customer Service is not a Program. It is an attitude.
- Introduction: Reading Body Language
- 12 Noon a.m.Lunch
- 1:00 a.m."102 Questions for the Supervisor"
- Review of Management Styles, Decision Making and the importance of Communications in the Workplace
- 3:00 p.m.- Review of Homework: Reading Assignments: Q & A

Thursday September 10, 2009

- 8:00 a.m.Review of Wednesday's Discussion
- 9:00 a.m.Managing Employees: Team Building
- "Dysfunctional Personalities in the Workshop"
- 11 a.m.Leadership Responsibilities:
- Developing employee work plans
- Equitable work distribution and Treatment
- Tracking and evaluating performance
- 12 noon.....Lunch on your own
- 1:00 pm.....Things to Avoid: "Do's and Don'ts"
- Improving Leadership Styles
- Things that Kill Leadership
- 2:00 pm.....Concepts of Leadership
- 3:00 pm.....Open Discussion: Social Relationships and the scientific theories behind it.
- 5:00 pm.....Home Work Assignments

For more information call:

Elizabeth Throgmorton

Austin, Texas 512-762-1984

e-mail: etel@auslin.r.r.com

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Julie Johnson, Inc. provides **on-site workshops** with college credits for tribal staff, for Example classes include, but is not limited to the following: **Enhancement of Supervisor's Skills, 1-3 College Credits, How to develop resumes & prepare for an Interview, 1 College Credit; Tribal Council Training: Wage Classification Studies, which includes rewriting Job Descriptions. How to Evaluate a Program and Employees; Customer Service Training: Introduction to Grant Writing; Workplace Ethics. Sexual and Other Forms of Harassment. Strategic Planning; Stress Management and other related workshops** We will organize specialized on-site training as needed by your Tribe or Indian Organization.