

INTRODUCTION TO MANAGEMENT & SUPERVISION



Leadership and employee development are the two important needs in all communities. It is these skills that help to motivate fellow employees and ensure staff operates at the highest level possible. The Appalachian Council of Governments *Introduction to Management and Supervision* course is an effective program that helps first time managers and supervisors. The program is a combination of materials from the International City/County Managers Association and the skilled facilitation of ACOG staff that are familiar with local government needs. This course will include discussion of basic supervisory skills in areas such as communication, employee selection and development, employee evaluation, motivation and relating to different personality types.

The Council of Governments uses the ICMA textbook, *Effective Supervisory Practices*, recognized as an excellent resource book. The series consists of seven, three-hour classes over a period of seven sessions. Upon finishing the course and completing the written examination, each participant receives a certificate of achievement.

The program has been successfully utilized by over 5,000 local government supervisors and managers in the Appalachian Region in the last 20 years, and has been rated as excellent or exceptional by its participants. The course is a blend of discussions, role playing, case studies, and other adult learning techniques. The cost of the program is **\$300**, which class materials, the 217-page textbook, and a workbook. The Summer class series begins on May 18, 2017 and Fall classes will start September 14, 2017.

If you are interested in enrolling in this class, please return a completed application and a check to the attention of Loretta Smith. A course outline and the books will be provided the first day of class. Registration may be arranged by phone or fax with the payment following by mail. The space is limited, so early registration is encouraged. **Please respond by May 15, 2017 to reserve a seat, call 864-241-4632, and fax: 864-242-6957 or e-mail the registration form to lsmith@scacog.org**

FACILITATOR

The ICMA Supervisory Program is conducted by Loretta Smith, MHRD, HR and Training Director at ACOG. She has a Master's Degree in Human Resources Development from Clemson University and BS Degree in Criminal Justice, Pre-Law from the University of South Carolina along with Certification in Organizational Leadership Development from Harvard University. She is a Certified Trainer and Instructional Designer that has been actively training and developing leaders and organizations nationally for over 20 years. Loretta served on the ACOG Board for over 8 years and worked with the region in the areas of personnel and management issues and has an excellent grasp of what challenges face this region's local governmental managers.

REGISTRATION

If you are interested in enrolling in this class, please return the completed application and a check to the attention of Loretta Smith. A course outline, the books and a map will be mailed to each participant prior to the course. Registration may be arranged by phone or fax with the payment following by mail. Space is limited, so early registration is encouraged. **Please respond by May 15, 2017 to reserve a seat, call 864-241-4632, fax: 864-242-6957 or e-mail the registration form to lsmith@scacog.org.**

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Cost \$ 300.00



Name: _____

Title and Department: _____

Jurisdiction: _____

Mailing Address: _____

Time is running out...

Years in Present Position: _____

Work Phone: _____

Have you had any formalized supervisory training? Yes _____ No _____

If yes, please state nature of training: Technical School _____;

College courses: _____; Workshops: _____

I am interested taking advantage of other training programs offered by the Appalachian Council of Governments. _____

Email address to contact you: _____



Summer

Management & Supervision Training Series

Session 1	May 18, 2017
Session 2	May 25, 2017
Session 3	June 8, 2017
Session 4	June 15, 2017
Session 5	June 22, 2017
Session 6	June 29, 2017
Session 7	July 13, 2017

The Fall Session

Begins 9/14/2017