



Maryanne Vigneaux/Lib
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To Maryanne Vigneaux/Lib@SUNYSB
cc
bcc F.Jason Torre/Lib
Subject Library Bulletin, January 6, 2005, Number 1466

STAFF DEVELOPMENT: (Submitted by Germaine this afternoon - you'll need to decide quickly . . .)

This program is scheduled to begin next week on Jan . 12th. It continues for several sessions each with the duration of 3 1/2 hours or more. Most of the sessions are on Wednesdays . **TO REGISTER: CONTACT PAT LORE @ 2-4501 by Friday, January 7**

FOUNDATIONS OF SUPERVISING

This comprehensive program focuses on the competencies necessary to be an effective supervisor. This program provides a firm foundation of a body of knowledge and skills supervisors need to succeed. The competencies focused on in this series are how to effectively work with, motivate, communicate with, and develop other people.

You need to attend all of the following sessions:

- Program Overview 1/12/05 9:30-1:00
Making the Transition from Worker to Supervisor
Understanding Your Work Unit
Creating a Motivational Environment
- Communicating with your Employees 1/19/05 9:30-1:00
Delegating Effectively
- Performance Planning & Evaluation 1/26/05 9:30-1:00
- Counseling & The Disciplinary Process 2/2/05 9:00-3:00
(Presented by Employee and Labor Relations, HRS)
- EAP Supervisory Training 2/8/05 8:30-12:30
 - The Impact of Substance Abuse in the Workplace
 - (presented by the University Employee Assistance Program)
 - Workplace Violence Awareness & Guidelines for Intervention
 - (presented by EAP and the University Police)
- Understanding Your Legal Responsibilities: 2/16/05 9:30-3:30
And Justice For All
 - Preventing & Reporting Sexual Harassment
(Presented by the Office of Diversity and Affirmative Action)
 - Americans with Disabilities Act Awareness Training
(Presented by the Office of Disability Support Services)
- Diversity 101 for Supervisors & Managers 2/23/05 10:00-4:00
Program Wrap-up/Action Steps
- SkillSoft e-Learning Sessions: Complete by 2/23/05
 - Generating Alternatives in Problem Solving Course #PD0233 2.5 hours
 - OR**
 - Resolving Conflict through Problem Solving Course #MGMT0223 3 hours

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