



The Supervisory Development Seminar II: Learning to Lead

Effective government managers need to supervise and lead to be successful. This seminar will develop your capacity to move employees from performance compliance to commitment for excellence!

- Explore the concepts of employee motivation and engagement.
- Identify and practice the critical communication skills to engage in performance feedback and coaching for excellence.
- Explore the origins of conflict and develop effective skills for managing conflict as a supervisor.
- Network and learn from peers in other federal agencies facing the leadership and supervision challenge.



Expand Your Knowledge and Skills to Become a Successful Leader

Supervisors will gain valuable insights into workplace motivation and employee engagement and adapt skills based on these insights into their leadership approach. This week-long seminar can be combined with the SDS I for a two-week immersion seminar that will integrate leadership with the nuts and bolts of supervision.

Please note: This seminar meets the requirements of CFR 412 requiring training for all new supervisors in mentoring skills and improving employee performance and productivity.

CORE DEVELOPMENT

COMPETENCIES

- Interpersonal Skills
- Developing Others
- Conflict Management
- Oral Communication
- Leveraging Diversity

ACADEMIC CREDIT

2 upper level Baccalaureate or 2 Graduate credits may be available upon completion.

LOCATIONS

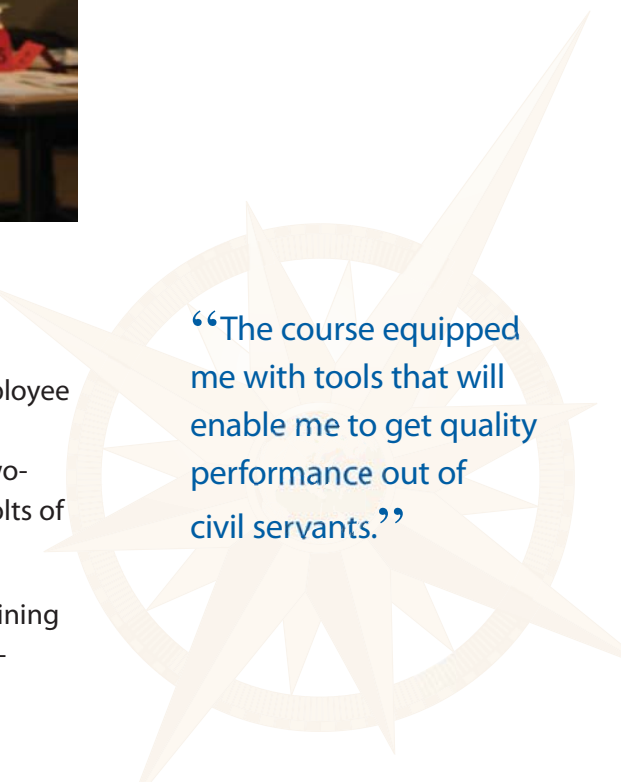
Eastern Management Development Center in Shepherdstown, WV

This training facility is 70 miles from Washington, DC in the Blue Ridge Mountains above the Potomac River.

Western Management Development Center in Aurora, CO

This facility offers a campus-style learning environment convenient to both Denver and the majestic Rocky Mountains.

For class schedule, please go to www.leadership.opm.gov



“The course equipped me with tools that will enable me to get quality performance out of civil servants.”

Register Now for the Supervisory Development Seminar II: Learning to Lead

This seminar is designed for new frontline supervisors and existing supervisors who have not yet participated in formal leadership development. It is also recommended for frontline supervisors who need a refresher course to understand and refine their approach to leadership.

It may be completed as a stand-alone seminar week or as a two-week experience when combined with Supervisory Development Seminar I: Fundamentals. When taken together, the weeks do not have to run consecutively.

Leadership Begins With the Supervisory Development

- Understand the concepts of workplace motivation and employee engagement and adapt these to your leadership approach.
- Understand the different ways people learn, think, and conceptualize and modify your style in the interest of working most effectively with others.
- Learn strategies to shift from impasse, to resolution, to transformation in workplace conflicts.
- Explore and practice the distinctions between feedback for performance management and coaching for excellence.
- Apply and practice these skills to real workplace scenarios and develop strategies for applying learning to the workplace.

“This training has inspired me to be a better supervisor, to help the employees I supervise succeed, and to share the tools I learned this week.”

TUITION

\$3,350

Tuition includes materials, meals and lodging.

LEAD

This seminar meets the supervisor track requirements of the LEAD Certificate Program.

Leadership Education & Development Certificate Program—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to www.leadership.opm.gov/certificates/LEAD/index.aspx

RECOMMENDED PRIOR COURSE

Supervisory Development Seminar I: Fundamentals

SUGGESTED FOLLOW-ON COURSES

Conflict Resolution Skills

Managing the Flexible Workplace

Management Development Seminar I and II

For class schedule, please go to www.leadership.opm.gov

12 JUL 2012

Three Ways to Register

1. **Register Online at www.leadership.opm.gov**
Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.
2. **Fax a Registration Form found online.** This form can be used for courses at the Federal Executive Institute or Management Development Centers.
3. **Contact a Representative Customer Service Office:**
Toll Free: 888-676-9632
Phone: 304-870-8008
Fax: 304-870-8078
TDD/TTY 304-870-8066
Email: register@opm.gov



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Fax: 304-870-8078
e-mail: register@opm.gov