

CONTINUING U

PROFESSIONAL DEVELOPMENT PROGRAM FOR SUPERVISORS AND TEAM LEADERS

The Louisiana Department of Economic Development predicts a tremendous need for skilled craftsmen and women to address the \$50 billion investments being made in Louisiana over the next five (5) years. These men and women will need critical guidance and direction by qualified supervisors and team leaders. This 10-module program was designed to address the additional skill sets needed to be an effective supervisor / team leader.

Earn Up to 4 CEUs Total!

TRACK I: THE FUNDAMENTALS (2 CEUs)

Individuals are usually promoted to supervisory and leadership positions because of their ability to perform assigned tasks in a safe, productive manner using the tools and equipment provided. When they are promoted to leadership positions some do not perform up to management's expectations because they were not given a new set of tools. Supervisors, foremen and team leaders are expected to plan, schedule, coach, counsel and discipline. They are also expected to perform safety and equipment inspections, conduct safety meetings and incident investigations. An integral part of their job involves analyzing and solving performance problems and being alert for the signs and symptoms of a troubled employee. This 5-module program was designed specifically to address the fundamental skill sets needed to be an effective supervisor / team leader. Track II will address human relations issues faced by supervisors and team leaders.

Track I Modules:

- *Supervisor's / Team Leader's Roles in the Management Process*
- *Effective Communication and Leadership Skills*
- *Hazard Recognition, Evaluation and Control*
- *Introduction to Incident Investigation and Root Cause Analysis*
- *Conducting Effective Safety Meetings and Other Presentations*

Course Details:

Instructors: Steven P. Pereira, CSP & Steve Varnado, Professional Safety Associates

Cost: \$750.00

Dates: September 23, 24, and 25

Registration Deadline: September 16

Meeting Time: Tues and Wed, 8:00 AM - 5:00PM
Thurs, 8:00 AM - Noon

Location: Livingston Literacy Center, Walker, LA

TRACK II: HUMAN RELATIONS ISSUES (2 CEUs)

Supervisors and Team Leaders are expected to: Plan and schedule work activities; Conduct on-the-job training; Identify, analyze and respond to performance problems; Recognize and respond to the signs and symptoms of troubled personnel; Prevent harassment in the work place. Track II includes five (5) four-hour modules on these topics. Many new supervisors simply mimic how their previous supervisor or team leader addressed such issues. Some will do well while others may fail miserably because they don't know any other way to address the issues. The modules in Track II will build on Effective Communication, Leadership and Incident Investigation skills learned in Track I.

Track II Modules:

- *Pre-Job and Pre-Task Planning*
- *Effective On-the-Job Training*
- *Analyzing Problems and Conflict Resolution*
- *Recognizing and Dealing with the Signs of Symptoms of a Troubled Employee and the Potential for Workplace Violence*
- *Preventing Sexual and Other Forms of Harassment*

Course Details:

Instructors: Steven P. Pereira, CSP & Steve Varnado, Professional Safety Associates

Cost: \$750.00

Dates: October 07, 08, and 09

Registration Deadline: September 30

Meeting Time: Tues and Wed, 8:00 AM - 5:00PM
Thurs, 8:00 AM - Noon

Location: Livingston Literacy Center, Walker, LA

CUSTOMIZED CLASSES AT A SITE OF YOUR CHOOSING CAN BE PRESENTED UPON REQUEST.

FOR INFORMATION CONTACT SOUTHEASTERN'S NON-CREDIT PROGRAMS.