

Supervisory Skills Workshop

**MONDAY,
MARCH 12, 2012**

9:30 am-3:30 pm

**WEDNESDAY,
MARCH 14, 2012**

9:30 am-1:30 pm

Community Health Education Center (CHEC)

35 Northampton Street,
5th Floor, Boston, MA 02118
Phone: (617) 534-5181
Fax: (617) 534-5485



A two part workshop series addressing issues specific to the supervision of outreach education programs. The focus on principle-centered leadership is especially useful in understanding the guidelines of personal and organizational effectiveness. Participants in this workshop will explore ways to support their staff, discover new strategies and techniques to **make staff accountable, resolve conflict** and learn how to transform vague feedback into **clear and effective feedback**. Participants will apply methods learned in the workshop to several realistic, outreach specific role-play scenarios.

****No Partial Registrations-You must attend both sessions.****

Trainings are free of charge, but you will be held to CHEC's policies. Deadline for registering is March 8, 2012.

Date: _____ Name/Title: _____

Organization/Program: _____

Full Address: _____

_____ Email: _____

Telephone: _____ Fax: _____

Supervisor's name: _____

Telephone: _____ Email: _____

Do you need individual arrangements (i.e., ASL)? : _____

**For more information, please call Luisa Tavares at (617) 534-2432. Fax # 617-534-5485
With validation parking is now \$5.00. Participants must bring their parking ticket for validation.
Participants will be responsible for the entire parking fee if ticket is misplaced,
participant arrives late, leaves early or is turned away.**