



March 9-12, 2010
Red Deer, Capri Centre



Public Works Institute

Leadership & Management Training - Level 1

Level 1 of the leadership and management training program is part of the Public Works Supervisors Program and has been developed for employees who are relatively new to supervisory roles or employees who want to move into leadership roles.

This training is part of a recognized post secondary program offered by NAIT. Upon completing the core requirements of this program, participants will receive credit and a certificate of completion from NAIT.

For more information on this program, please visit www.publicworks.ca.

Schedule for both days

8:45 Registration
9:00 Session begins
10:00 Coffee Break
Noon Lunch
1:00 Resume Session
3:00 Coffee Break
5:00 Session Ends

Space is limited to 25 People - please register early.

\$885 + GST

Register by:

fax - 403-398-0665
e - admin@publicworks.ca

Confirmation & invoices will be sent to the email address provided.

Please make cheque/P.O. out to:

Alberta Public Works Association
Suite 3407
5605 Henwood St SW
Calgary AB T3E 7R2

GST No. 12356 - 5426

The Capri
3310 - 50 Ave., Red Deer, Alberta, T4N 3X9
Toll free reservation line:
1-800-662-7197

Modules

Role of the Supervisor - Monday & Tuesday

- Define the term supervision
- List and explain the personal qualities that contribute to being an effective supervisor.
- Identify effective strategies to transition from the ranks of an employee to that of management.
- Identify the responsibilities new supervisors face in today's modern work environment.
- Identify effective strategies supervisors use when working with teams.

Effective Leadership Skills - Wednesday & Thursday

- Describe the difference between a leader and a supervisor (manager).
- Identify traits that make effective leadership possible.
- Describe the Blake-Mouton Managerial Grid.
- Describe contingency leadership using either Hersey and Blanchard's Situational Leadership or Path-Goal Leadership.
- Compare the different levels of trust created by a Theory X and Theory Y manager.
- Discuss the complex nature of ethical leadership.
- Describe cultural leadership differences between men and women.
- Distinguish between transactional, transformational and charismatic leaders.
- Identify techniques for visioning and goal-setting.
- Identify techniques for building an effective team.

Name: _____

Email: _____

Employer: _____

Address: _____

Phone: _____

Invoice required Invoice to P.O.: _____

Total Payment: _____