

Supervisory Certificate

March 1–2, 2017 | Comfort Inn & Suites, Black River Falls, Wis.

INSTRUCTOR

Bryan Singletary, Practical Energies

WHO SHOULD ATTEND

These employee workshops are for new or experienced supervisors as well as for those who aspire to become supervisors. These are 4 of the 9 courses required for an individual to receive their Supervisory Certificate. The remaining 4 courses will be offered in 2018.

PROGRAM

Morning Programs

Registration: 8 a.m. Program: 8:30–11:45 a.m.

Lunch: 12 p.m.

Afternoon Programs

Registration: 12:30 p.m. Program: 1–4:15 p.m.

REGISTRATION

Co-ops participating in the pre-payment plan:

3/4 Skill Builder Credit per participant, per course

Co-ops NOT participating in the pre-payment plan:

\$337.50 per participant, per course

Send completed registration form to:

wendy@weca.coop OR Fax: (608) 467-4589

REGISTRATION DEADLINE

Friday, February 17, 2017

LOCATION

Comfort Inn & Suites
W10170 State Highway 54 East
Black River Falls, Wisconsin
Phone: (715) 284-0888

Room Block Name: WECA
Room Cut-Off: Tuesday, January 31, 2017
Rate: \$94+tax

Rooms may be available under the room block after the cut-off date only if the hotel has rooms available.

FOR MORE INFORMATION

Contact Wendy Fassbind at (608) 467-4589 or wendy@weca.coop

Wednesday, March 1

Getting Started as a Supervisor

NRECA Course 380.05 (morning program)

3/4 WECA Skill Builder Credit

As a new supervisor you have the added responsibility of overseeing other people's work in addition to getting your own work done. Striking the balance can be challenging and many experienced supervisors say they would do things a little differently if they had a chance to start over as a supervisor. This course will help you, as a newly promoted supervisor, to get it right the first time as you transition into supervision. Course content is presented in a practical way and focuses on understanding the co-op business, helping you clarify roles and responsibilities, gain acceptance as a new supervisor, and create a long-term development plan for continued success.

After completing this course, you will be able to:

- Differentiate between being an employee and a boss.
 - Clarify the roles and responsibilities of your employees.
 - Identify the characteristics of successful work groups.
 - Use a variety of techniques for encouraging initiative.
-

Personal Time Management

NRECA Course 381.05 (afternoon program)

3/4 WECA Skill Builder Credit

There's only so much time in the day to get everything done and if you could manage your time at work better that would be half the battle. This course will help you to analyze how you currently use your time and teach you to identify time wasters. By implementing a time management system, you'll discover how to better organize information in the co-op workplace and apply a time management tool that works best for you. You'll leave with a plan to tackle next week's to-do list with confidence.

After completing this course, you will be able to:

- Use time logs to better focus your time.
- Identify and apply tools for personal time management.
- Prioritize tasks so you're concentrating on the most important ones.
- Recognize and deal with time wasters.

**Programs continued
on next page.**



222 West Washington Ave, Suite 680
Madison, WI 53703-2719
Phone: (608) 467-4589
Fax: (608) 467-4651
www.weca.coop

Supervisory Certificate

March 1–2, 2017 | Comfort Inn & Suites, Black River Falls, Wis.

Thursday, March 2

Resolving Conflict Through Negotiation

NRECA Course 384.05 (morning program)

3/4 WECA Skill Builder Credit

It's not fun when things get ugly and it's even more challenging when you supervise the people who are in disagreement. You may feel like you're stuck in the middle; when in reality, you're actually in charge. Like it or not, conflict with or among employees is likely to arise for all co-op supervisors at some point in their careers. Negotiation is a proven strategy for coming to mutually acceptable agreements in conflict situations. In this course, you'll learn a three-step process to help eliminate potential hostility through effective negotiation.

After completing this course, you will be able to:

- Gain a new understanding of anger and its effects.
- Recognize your conflict pattern and the patterns of others.
- Address workplace disputes.
- Use a variety of approaches to conflict resolution

Thursday, March 2

Motivating Employees

NRECA Course 385.05 (afternoon program)

3/4 WECA Skill Builder Credit

Have you ever wondered how you can help someone be motivated to contribute more? If they did, what would be the impact on the rest of team? Then again, if they don't get motivated and achieve more, how will that affect the others you supervise? Motivation can lift your employees' level of performance, increase job satisfaction, and promote teamwork. This course will explore the co-op supervisor's role, value, and rewards in motivation. You'll review a self-evaluation tool to help identify your motivational strengths and weaknesses.

After completing this course, you will be able to:

- Discuss your role in motivating staff at your co-op.
- Explain the value and types of motivation.
- Use motivational techniques for staff of all ages.
- Reinforce the behavior and motivation of your most valuable staff.



222 West Washington Ave, Suite 680
Madison, WI 53703-2719
Phone: (608) 467-4589
Fax: (608) 467-4651
www.weca.coop

Supervisory Certificate

March 1-2, 2017 | Comfort Inn & Suites, Black River Falls, Wis.

Cooperative Name _____

Please print or type the name for each participant attending and check the box(es) for each course they are attending.

Employee Name	Getting Started as a Supervisor (morning) March 1, 2017	Personal Time Management (afternoon) March 1, 2017	Resolving Conflict Through Negotiation (morning) March 2, 2017	Motivating Employees (afternoon) March 2, 2017
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

Registration Fee

Co-ops participating in the pre-payment program: Three-quarters (3/4) credit per participant, per course registered will be deducted from your account. *Send no money now.*

Co-ops NOT participating in the pre-payment program: Please enclose a registration fee of \$337.50 per participant, per course.

Please return this completed form with payment (if applicable):

PLEASE MAKE CHECK PAYABLE TO:

WECA

222 West Washington Avenue, Suite 680

Madison, WI 53703-2719

Fax form to: (608) 467-4651 OR

Email to: wendy@weca.coop

Registration Deadline: Friday, February 17, 2017.

Cancellations: Full credit or refund will be given if cancellations are made in writing no later than Friday, February 17, 2017.