

First Year Course Descriptions

2009 Supervisors' Management School

- #103 Kirbach** **Just for the Fun of It? (1.5 hrs.)** Discuss evolving professional trends and challenges in the recreation and leisure profession. Examine your organizational mission statement and how your position plays a role in your organization for the future. **(Bring your organization's and department's mission statement)**
- #105 Liles/Owen** **Self-Discovery from Myers-Briggs Type Indicator, and Strengthening Supervisory Skills (3.5 hrs.)** Learn the results of your Myers-Briggs Type Indicator questionnaire. The MBTI, a widely used instrument in business organizations, measures styles of perception, ways of making decisions and desire for order. It serves as a framework for better understanding self and others. See how the constructive use of differences can increase effectiveness and efficiency in the workplace.
- #107 Kirbach** **Creating a Personal Mission Statement (1.5 hrs.)** Learn the importance of having a personal constitution that becomes the basis for life-directing decisions. Discover what is truly important to you and begin a process to write a draft of your own unique mission statement that can be reviewed and refined.
- #110 Chambers** **Essence of Leadership (1.5 hrs.)** Learn about various types of leadership styles. Perform exercises that will hold you understand what guides your individual leadership decision making process. Build the "perfect" leader model through the contrasting of leadership styles of popular known leaders.
- #113 Zimmermann** **Ethical Management: Finding the Balance (2.0 hrs)** Ethical decisions are not always clear nor are they easy to resolve. In this course, you will learn to recognize the implications of ethical problems when they arise. Through the utilization of real-life examples encountered in the Parks and Recreation field, you will learn steps to objectively resolve personal and professional ethical issues and dilemmas.
- #115 Ramos** **Selecting the Right Employee (1.5 hrs.)** Review the importance of recruitment, define the job, and develop a job description before starting the hiring process. Examine what skills are necessary to select the right employee for the job, based on previous work performance. Explore alternative techniques to ask the right questions, and review of applicants.
- #120 Ochromowicz** **Shaping Your Agency Through Orientation & Retention (1.5 hrs)** Orientation and retention programs are critical to the success of all employees and therefore the organization. Class discussion will focus on the essential elements of a well-rounded orientation program and principal reasons why good workers leave their jobs. We'll share practical tools that may be used to retain good employees for the success of the employee and supervisor alike.

- #121**
Ramos **Creating a Motivating Work Environment (1.5 hrs.)** See how supervisors and workers differ in what motivates them. Take part in a questionnaire and create a working plan to meet your own motivational needs while learning how to use these tools to discover personal motivations of your own employees.
- #125**
Fields
Ramos **Interpersonal and Workplace Communication (2.5 hrs.)**
Part A - Diminish the chances of being misunderstood by exploring communication mishaps and inappropriate conversations. Practical activities will either validate what you know or enlighten you to a "new way of talking". Remember, even Barney updated songs with new words to familiar tunes. Times are a-changing.
Part B - Any good presentation begins with a well-designed outline, visual aids and the product you want to sell. Identify key components of a presentation, tone, posture, and review some practical examples. Recognize strengths and weaknesses, and make adjustments to presentations to influence, inform or persuade your audience.
- #141**
Parker **In-Basket Exercise: The Challenge of Setting Priorities (2 hrs.)** No two days are the same! In this group process we will challenge several of your skills related to decision making, organization and planning, sensitivity to people, and written communications. Throughout the process you will prioritize a number of actions based on the mission of your agency.
- #150**
Parker **Performance Management (2 hrs.)** Managers and employees often struggle with Performance Management systems. Few practices however are more important for aligning your agency and focusing and developing young talent in your department. Using your own job description, this class will help develop performance measures for your position. This process can be utilized for employee reviews, project management and overall measurement of your work group. **(BRING YOUR JOB DESCRIPTION)**
- #151**
Eastman **How to Conduct Effective Meetings (1 hr.)** Have the highest impact in your meetings by discovering the different roles which should be played in every meeting. Become a facilitator and find out tips to use in brainstorming, problem solving, agenda creation and training sessions.
- Open Forum** An Open Forum is scheduled for each section of year 1. The forum is designed to allow students to discuss any work related issues they have. This time provides an opportunity for networking with others in your professional with same or similar situations.