



City of Roswell's 2020  
Supervisory Development Program

Sessions will be on Thursday from 8:30 – 12:00

<b>Date</b>	<b>Topic</b>
January 23	Introductory Meeting (9:00 – 10:30)
February 6	Chapter 1 – Roles of a Supervisor
February 20	Chapter 8 – Communicating With Employees
March 5	Chapter 11 – Evaluating Performance
March 19	Chapter 6 – Working with a Budget
April 2	Chapter 10 – Accountability in the Workplace
April 16	Chapter 12 – Motivating Employees
April 30	Chapter 4 - Strategic Planning, Management and Evaluation
May 14	Chapter 13 – Leading Change
June 4	Chapter 14 – Ensuring a Harassment Free, Respectful Workplace
June 18	Chapter 9 – Selecting, Onboarding, and Developing New Employees
July 9	Chapter 7 – Team Building
July 23	Chapter 15 – Workplace Safety, Security and Wellness
August 6	Chapter 3 - Ethics
August 20	Chapter 16 – Quality Customer Service
September 5	Chapter 5 – Organizing Your Work and Time
September 17	Chapter 2 – Supervisory Leadership
October 1	Leading Change Presentation
October 8	Action Planning and Graduation