

Becoming a Supervisor for the First Time

Date: Thursday, March 15, 2012

Time: 9:00 a.m. – 12:00 p.m.

Registration Deadline: March 1, 2012

Fee: \$30.00

Location: Pace University Graduate Center, One Martine Avenue, White Plains
Partially underwritten by **CHASE** 


This half-day workshop focuses on meeting the needs of new supervisors. Participants will learn how to handle new conflicts and complex expectations. Helpful information that dispels assumptions about the managerial role as well as ideas for adjusting to the new role of manager will be discussed.

Topics to be discussed:

- Management problem solving.
- Delegation of authority.
- Performance appraisals.
- Conflict resolution.
- Self-assessment: “The New Me.”

Who should attend: New program managers, new supervisors.

Presenter: Grant Loavenbruck, DSW, has 30 years of administrative experience in NFP organizations at the local, state and national levels. He is the author of numerous articles, books and monographs and a frequent consultant to many national and local organizations in the nonprofit sector.

 United Way now offers Eventbrite, a secure online credit card payment option, for payment of registration fees for the Management Center courses. Receipt of your payment will be emailed to you. Please go to www.uwwp.org/pace.htm

Becoming a Supervisor for the First Time

Date: Thursday, March 15, 2012

Please send completed registration form and \$30.00 fee. Please indicate method of payment:

- Check (payable to United Way)
 Credit Card: MasterCard Visa American Express Discover

Card no. _____ Exp. Date _____

Card Holders Name _____ Signature _____

Mary Ann Luna, Director of Management Center Initiatives

United Way of Westchester and Putnam, 336 Central Park Ave., White Plains, NY 10606

Questions? (914) 997-6700, ext. 740 Fax: (914) 949-6438 E-mail: mluna@uwwp.org

Name _____ Title _____

Agency _____

Address _____

Phone _____ Email _____

