

**FDL Supervisory Skills Series - SSS # 69 Class Schedule and Topics**

**8:30 a.m. to 4:30 p.m.  
at Envision Greater Fond du Lac Conference Room  
on 3rd Tuesday of each month**

| <u>Session #</u> | <u>Topic</u>   | <u>Date</u>        |
|------------------|--|--------------------|
| # 1              | Role of the Leader   | February 19, 2019  |
| # 2              | Style Awareness & Versatility                              | March 19, 2019     |
| # 3              | Conflict, Communications, & Collaboration                  | April 16, 2019     |
| # 4              | Individual & Team Time Management<br>Communication Today   | May 21, 2019       |
| # 5              | Business Performance Measurement<br>and Work Unit Planning | June 18, 2019      |
| # 6              | Impact Hiring  | July 16, 2019      |
| # 7              | Effective On Boarding                                      | August 20, 2019    |
| # 8              | Employee Performance Management<br>and Coaching            | September 17, 2019 |
| # 9              | Maximizing Team Performance                                | October 15, 2019   |
| # 10             | Creativity & Innovation                                    | November 19, 2019  |
| # 11             | Customer Focused Problem Solving &<br>Process Improvement  | December 17, 2019  |
| # 12             | Project Management   | January 21, 2020   |
| # 13             | Negotiation Skills & Series Review                         | February 18, 2020  |

*Note: dates subject to change for various class needs*

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If you cannot make a scheduled class date, please notify Dave Podeszwa for other dates and locations to make up any session in Beloit and Fond du Lac. If weather conditions make class questionable, call 414-545-8890 for a recorded message about class intentions that day.

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