## 2017-18 Supervisory Training

**Updated April 28, 2017**

**Register here**

<table>
<thead>
<tr>
<th>Title</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>VidConferenced?</th>
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</thead>
<tbody>
<tr>
<td>Position Descriptions, Expectations, and Annual Reviews</td>
<td>Thu, 9/7/17</td>
<td>1:30-4:00</td>
<td>CUB 204</td>
<td>No</td>
</tr>
<tr>
<td>Position Descriptions, Expectations, and Annual Reviews</td>
<td>Thu, 9/14/17</td>
<td>9:00-11:30</td>
<td>CUB 204</td>
<td>Yes</td>
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<tr>
<td>Understanding and Managing Leave</td>
<td>Tue, 9/26/17</td>
<td>9:00-11:30</td>
<td>CUB 204</td>
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<tr>
<td>Understanding and Managing Leave</td>
<td>Tue, 10/3/17</td>
<td>1:30-4:00</td>
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<tr>
<td>Corrective Action and Discipline</td>
<td>Thu, 10/19/17</td>
<td>1:30-3:30</td>
<td>CUB 204</td>
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<td>Corrective Action and Discipline</td>
<td>Tue, 10/24/17</td>
<td>9:30-11:30</td>
<td>CUB 204</td>
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<tr>
<td>Performance Management Case Studies</td>
<td>Thu, 11/9/17</td>
<td>9:00-12:00</td>
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<tr>
<td>Performance Management Case Studies</td>
<td>Thu, 11/16/17</td>
<td>1:30-4:30</td>
<td>CUB 204</td>
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<tr>
<td>Supervisory Roundtable Discussion: Performance Management Issues</td>
<td>Thu, 11/30/17</td>
<td>9:00-10:30</td>
<td>CUB 206</td>
<td>No</td>
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<td></td>
<td>Tue, 12/5/17</td>
<td>1:30-3:00</td>
<td>CUB 206</td>
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<td></td>
<td>Thu, 12/14/17</td>
<td>9:00-10:30</td>
<td>Lighty 403</td>
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### Spring Semester

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<tbody>
<tr>
<td>Equal Opportunity Issues for Supervisors</td>
<td>Wed, 1/17/18</td>
<td>10:00-11:30</td>
<td>CUB 204</td>
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<tr>
<td>Equal Opportunity Issues for Supervisors</td>
<td>Thu, 1/25/18</td>
<td>1:30-3:00</td>
<td>CUB 204</td>
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<td>Workplace Communication: Giving and Receiving Feedback</td>
<td>Tue, 2/6/18</td>
<td>1:30-4:00</td>
<td>CUB 204</td>
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<td>Workplace Communication: Giving and Receiving Feedback</td>
<td>Wed, 2/14/18</td>
<td>9:00-11:30</td>
<td>CUB 204</td>
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<td>Supervising Student and Hourly Workers</td>
<td>Thu, 3/1/18</td>
<td>9:30-11:30</td>
<td>CUB 204</td>
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<td>Supervising Student and Hourly Workers</td>
<td>Wed, 3/7/18</td>
<td>1:30-3:30</td>
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<td>Workplace Issues Case Studies</td>
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<td>1:30-4:30</td>
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<td>Workplace Issues Case Studies</td>
<td>Thu, 3/29/18</td>
<td>9:00-12:00</td>
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<tr>
<td>Supervisory Roundtable Discussion: Recruitment and Hiring Issues</td>
<td>Tue, 4/10/18</td>
<td>9:30-11:00</td>
<td>CUB 206</td>
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<td>Wed, 4/18/18</td>
<td>1:30-3:00</td>
<td>CUB 206</td>
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<td>Thu, 4/26/18</td>
<td>9:30-11:00</td>
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