Paula Tibbitts

From: Hilary Hofstein <hilary.hofstein@neric.org>
Sent: Thursday, January 9, 2020 2:08 PM
Subject: Reminder - RE: Non-Instructional Supervisor Workshop (January 16, 2020)

Hello everyone,

Next week we will be offering the **Non-Instructional Supervisor Workshop** on **Thursday, January 16, 2020.** *There is still room for additional people to register.*

Registration: **To register for this course, you must click on this link and complete the registration form:** **https://forms.gle/VHD57EgsA5wq8aDh8**

Please register for the workshop on or before January 10, 2020

The workshop is designed for supervisors in school departments including Facilities, Building and Grounds, Food Service, Transportation as well as from municipal government.

The workshop includes the topics on team building, work ethics, dealing with difficult personalities and union relations. There will be opportunity to work through a management scenario in groups, as well as a question and answer session. Submit a management question on your registration form so that it can be answered at the workshop.

DATE: **Thursday, January 16, 2020**

Registration & Continental Breakfast:	8:30 am – 9:00 am
Workshop Presentation and activities	9:00 am – 11:30 am
Lunch	11:30 am – 12:00 pm
Workshop Presentation and activities	12:00 pm – 2:00 pm

LOCATION: Capital Region BOCES
900 Watervliet-Shaker Road, Schoharie Conference Rooms
Albany, NY 12205

Cost : **FREE** for Supervisors from districts participating in the BOCES Health-Safety-Risk Service
$25 for Supervisors from non-participating districts and municipalities

No shows will be charged a fee of $25. Cancellations must be made in writing at least 48 hours prior to the workshop date, or you will be charged.

Please reach out if you have any questions.

Regards,

Hilary

From: Hilary Hofstein
Sent: Monday, December 16, 2019 12:50 PM

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Subject: Non-Instructional Supervisor Workshop (January 16, 2020)

Hello everyone,

The Health, Safety, Risk Management Service is offering a **Non-Instructional Supervisor Workshop** on **Thursday, January 16, 2020.** *See attached flyer for more details.*

The workshop is designed for supervisors in school departments including Facilities, Building and Grounds, Food Service, Transportation as well as from municipal government.

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Lunch	11:30 am – 12:00 pm
Solving Workplace Problems (group activity)	12:00 pm – 1:00 pm
Group activity wrap-up and feedback	1:00 pm – 1:30 pm
Q & A (submitted and audience)	1:30 pm – 2:00 pm

LOCATION: Capital Region BOCES
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Albany, NY 12205

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Regards,

Hilary

Hilary Hofstein
Managing Program Coordinator I
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Capital Region BOCES

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