Paula Tibbitts

From: Hilary Hofstein <hilary.hofstein@neric.org>
Sent: Friday, February 15, 2019 1:50 PM
Cc: Jennifer Bennett; Robert Zordan; Amy Lupinski; Chryssanti Nicholas; Cynthia Holmes; Jim Victor; Micki Jones; Sherrie Strain; Timothy Murphy
Subject: Non-Instructional Supervisor Workshop (March 14, 2019)
Attachments: Non-Instructional Supervisor Training Description_Mar2019.docx

Hello everyone,

The Health, Safety, Risk Management Service is offering a Non-Instructional Supervisor Workshop on **Thursday, March 14, 2019.** *See attached flyer for more details.*

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

The workshop includes the topics on complying with contract requirements/contract negotiation/collective bargaining and dealing with difficult personnel situations. 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, March 14, 2019**

Registration & Continental Breakfast:	8:30 am – 9:00 am
Workshop Presentation	9:00 am – 10:00 am
Solving Workplace Problems (group activity)	10:00 am – 10:30 am
Group activity wrap-up and feedback	10:30 am – 11:00 am
Q & A (submitted and audience)	11:00 am – 11:30 am

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
$10 for Supervisors from non-participating districts and municipalities.

Registration: **To register for this course, you must click on this link and complete the registration form:** **https://goo.gl/forms/JdCxY1ex5a6qCbfx1**

Please register for the workshop on or before March 7, 2019

No shows will be charged a fee of $10. Cancellations must be made in writing at least 48 hours prior to the workshop date, or you will be charged.

Regards,

Hilary

Hilary Hofstein
Managing Program Coordinator I

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Capital Region BOCES

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Non-Instructional Supervisor Training Workshop

Why attend?

Every administrator can benefit from honing supervisory skills. The workshop includes the presentation of topics, an 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.

This year's topics:

- Complying with Contractual Requirements, Contract Negotiation and Collective Bargaining
- Dealing with Difficult Personnel Situations

Who should attend?

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