

## Developing the Skillful Supervisor



Developing the Skillful Supervisor (DTSS) cohort provides foundational classes for aspiring and newly appointed individuals elevated to supervisory positions at MC. In addition to acquiring essential skills and knowledge required of supervisors, DTSS seeks to guide MC employees as they move on from a role of individual contributor and colleague to the responsibilities of a boss.

The Developing the Skillful Supervisor cohort imparts knowledge of and experience with core skills most often cited as necessary in first-line supervisory jobs. DTSS is structured on the tri-pronged management approach used at Montgomery College: managing yourself, managing others, and navigating the system.

Please note, that announcements will be made on virtual, class or blended delivery mode of the training.

Admission to the cohort requires supervisory approval and is open to all MC employees—faculty, staff, and administrators. Starting in late January 2022, the class meets for nine day-long classes. The 10th class is for Project Presentations and a graduation ceremony.

Application deadline is **January 24, 2022**.

### Developing the Skillful Supervisor - 2022

Date	Class
February 1/2	Orientation and Developing Your Self
February 22/23	Making the shift to Supervisor: What Does it Take and How Do I Do It?
March 8/9	Business Writing
March 22 (half day)	Essential HR
April 5/6	What's Your Communication Style?
April 26/27	Defining the Work and Delegating with Confidence
May 30/June 1	Getting Things Done – <i>please note 4 sessions delivered in two-hour slots in both am and pm over 2 days</i>
June 7/8	Giving Effective Feedback AND Respectful Supervision
June 14	<b>Make-up day for cancelled class</b>
June 28	<b>Project Presentations - Graduation</b>

**For more information**, contact Richard Forrest, Training and Development Coordinator, at 240-567-2267. Use MC LEARNS to apply and register. Class days vary so please check calendars carefully. Class time is 8:45 a.m. – 4:15 p.m.

**Attendance is mandatory at the first class.** Please register in MC Learns to obtain an application.

