
**Support Staff Supervisors' Seminar
October 21-25, 2002
Columbia, South Carolina**

Agenda

Monday, October 21, 2002

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| 8:00 - 8:30 A.m. | Registration |
| 8:30 - 9:00 A.m. | Welcoming/Administrative Remarks |
| 9:00 - 10:15 A.m. | Becoming an Effective Supervisor |
| 10:15 - 10:30 A.m. | Break |
| 10:30 - 12:00 P.m. | Roundtable Discussion Groups |
| 12:00 - 1:30 P.m. | Lunch |
| 1:30 - 3:00 P.m. | Managing Change |
| 3:00 - 3:20 P.m. | Break |
| 3:20 - 5:00 P.m. | Managing Conflict |
| 5:00 P.m. | Recess |

Tuesday, October 22, 2002

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| 8:30 - 10:00 A.m. | Panel: Supervisory Lessons Learned |
| 10:00 - 10:25 A.m. | Break |
| 10:25 - 12:15 P.m. | Roundtable Discussion: Decision-making for Supervisors (See Handout for Group Assignments And Locations.) |
| 12:15 - 1:15 P.m. | Lunch |
| 1:15 - 2:15 P.m. | Reporting Session from Workshops |
| 2:15 - 2:25 P.m. | Break |
| 2:25 - 3:25 P.m. | Delegating and Ordering Priorities |
| 3:25 - 3:45 P.m. | Break |

3:45 - 5:15 P.m. **Modeling Professionalism**

5:15 P.m. **Recess**

5:30 - 6:30 P.m. **Reception**

Wednesday, October 23, 2002

8:30 - 10:00 A.m. **Personnel/performance Management Issues**

10:00 - 10:30 A.m. **Break**

10:30 - 12:00 P.m. **Personnel/performance Management Issues (Continued)**

12:00 - 1:30 P.m. **Lunch**

1:30 - 3:00 P.m. **Motivating Employees and Building a Team**

3:00 - 3:30 P.m. **Break**

3:30 - 5:00 P.m. **Motivating Employees and Building a Team (Continued)**

5:00 P.m. **Recess**

Thursday, October 24, 2002

8:30 - 10:00 A.m. **Good Management and Avoiding Eeo Complaints**

10:00 - 10:30 A.m. **Break**

10:30 - 12:30 P.m. **Communicating with Your Colleagues**

12:30 - 1:30 P.m. **Lunch**

1:30 - 3:00 P.m. **Leadership Styles**

3:00 - 3:30 P.m. **Break**

3:30 - 5:00 P.m. **Standards of Conduct for Supervisors**

5:00 P.m. **Recess**

Friday, October 25, 2002

8:00 - 9:30 A.m. **The Disciplinary Process**

9:30 - 9:50 A.m. **Break**

9:50 - 11:15 A.m.

The Disciplinary Process (Continued)

11:15 A.m.

Wrap-up; Evaluations; Adjournment