



Information for Tompkins County Council of Governments  
Supervising for Success

**Supervising for Success *Level I***

**Making the Transition—Your Role in Supervising,  
Managing and Leading Others**  
Friday, September 21, 2018, 8:30 am – 12:30 pm

**The Leader as Listener**  
Thursday, October 4, 2018, 12:30 – 4:30 pm

**Embracing Differences: Developing Confidence and  
Competence in Managing Diversity**  
Thursday, October 18, 12:30 – 4:30 pm

**Influencing Skills**  
Thursday, November 8, 2018, 12:30 – 4:30 pm

**Supervisors and HR Law**  
Thursday, November 29, 2018, 12:30 – 4:30 pm

*Registration fee is \$435 per person. Each municipality will be billed for participants upon conclusion of program. Certificate of Completion will be provided to the municipality at that time for individuals completing 75% or more of the program.*

**Supervising for Success *Level II***

*Must have attended and completed Level I program.*

**The Emotionally Intelligent Leader**  
Thursday, September 20, 2018, 12:30 – 4:30 pm

**Project Management**  
Friday, October 12, 2018, 8:30 am – 12:30 pm

**Strengths Based Communication for Supervisors**  
Thursday, October 25, 2018, 12:30 – 4:30 pm

**Performance Reviews that Inspire  
Performance and Commitment**  
Thursday, November 15, 2018, 12:30 – 4:30 pm

**Workplace Ethics for the Public Servant**  
Thursday, November 29, 2018, 12:30 – 4:30 pm

*Refer to registration fee schedule. Each municipality will be billed for participants upon conclusion of the program. The per person registration fee will be determined by the total number of program registrations received. Certificate of Completion will be provided to the municipality at that time for individuals completing 75% or more of the program.*

*Registration Fee Schedule:  
15 participants: \$575 per person  
16-20 participants: \$555 per person  
20-25 participants: \$455 per person*

Please send your list of employees who will be attending by emailing  
[biz@tomkinscortland.edu](mailto:biz@tomkinscortland.edu)

We will provide confirmation and invoicing.

**Note: Cancellations must be made via email to the above address by **September 10, 2018**. Municipalities will be billed for individuals who are registered, but do not attend. All registrations must come through appointed agent for your municipality.**

All sessions are held at the Ithaca Extension Center, 118 N Tioga St (The Commons). Refreshments are not included. Participants are encouraged to bring a snack or drink if they would like. Vending machines available.

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