



**MENDOCINO COUNTY**

# **SUPERVISOR SKILLS ACADEMY**

New for 2019, Human Resources will begin offering a Supervisor Academy County of Mendocino certification Program. Supervisor Academy consists of 9 individual courses which must be completed within a 2 year period of time. The Supervisor Academy course series will be offered twice annually, from February-June and again from August-December.

**1** HIGH PERFORMANCE ORGANIZATION

**2** LEADING W/EFFECTIVE COMMUNICATION

**3** BUILDING TRUST IN TEAMS

**4** PERFORMANCE MANAGEMENT

**5** THE ART OF WRITING A PERFORMANCE EVAL

**6** COUNTY EMPLOYEE POLICIES/PROCEDURES

**7** TIME MANAGEMENT ESSENTIALS

**8** FACILITATION SKILLS

**9** CHANGE MANAGEMENT

Supervisor Academy courses are OK for County time and are mandatory for all employees in current supervisory positions.

**CLICK HERE TO REGISTER, OR FOR MORE INFORMATION**