

**Registration Form – Successful Supervision**  
(Please register by **June 3, 2009**)

I will attend: \_\_\_\_\_ June 10 Tolland  
\_\_\_\_\_ June 11 Monroe

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Agency : \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Billing Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Billing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Add me to your mailing list

Add me to your listserv

Method of Payment:

Check (payable to UConn)

P.O. # \_\_\_\_\_

ConnDOT Voucher # \_\_\_\_\_

Please advise if you require special services or have dietary restrictions. Photographs may be taken for promotional and training purposes. Please notify us during registration if you do not wish to be photographed.

Mail to: Technology Transfer Center  
179 Middle Turnpike, Unit 5202  
Storrs, CT 06269-5202

Fax to: (860) 486-5718, or register on-line at  
[www.t2center.uconn.edu/registration.php](http://www.t2center.uconn.edu/registration.php)

If mailing registration with payment, please be sure to also fax your registration to secure a space. Please direct any questions to Shelly Desjardin at (860) 486-9373.

The Connecticut Transportation Institute's Technology Transfer Center, established at the University of Connecticut's School of Engineering in 1983, provides training, technical assistance and informational materials to Connecticut's local governments on the planning, design, construction, maintenance, operation and management of roads, bridges and public transit.

The Technology Transfer Center is a cooperative effort of the Connecticut Department of Transportation, the Federal Highway Administration's Local Technical Assistance Program (LTAP) and the University of Connecticut.



For questions and information  
on our services,  
call (860) 486-5400  
or  
visit us online  
at  
[www.t2center.uconn.edu](http://www.t2center.uconn.edu)



# Supervisory Skills

*Learn how to manage  
in the  
municipal environment*



*A Connecticut Road Scholar Program  
Required Workshop*

**June 10, 2009 — Tolland, CT**

**June 11, 2009 — Monroe, CT**

**8:30 a.m. — 3:30 p.m.**

*(Lunch will be provided)*

### Course Description:

By attending this dynamic workshop, you will enhance your role as a municipal supervisor and learn to create a cooperative team. This workshop will give you the fundamentals of successful supervision including managing in a union environment and will help you improve your supervision techniques.

### Instructors:

*E. Wallace Coyle, Ph.D.* is a graduate of both Boston College and the University of Massachusetts at Amherst. Dr. Coyle has taught at the United States Military Academy at West Point, Northeastern University and the University of Massachusetts. He has presented numerous strategic management training seminars and has served as a professional consultant for a number of corporations and public sector organizations.

*Kristen Baumann* is a Senior Consultant with E. Wallace Coyle Associates and is the Assistant Director in the Graduate School of Management at Boston College. Ms. Baumann has presented a variety of workshops on topics ranging from time management, supervisory skills, assertiveness skills and effective team building.

### Who Should Attend:

This program is designed for all municipal highway officials, particularly those involved in communicating with the public, boards and on teams. Directors of Public Works, Highway Superintendents and Foremen are encouraged to attend.

### Proposed Schedule:

8:00 AM	Registration
8:30 AM	<b>Morning Session:</b> <ul style="list-style-type: none"><li>◆ The ABC's of Performance Management for Supervisors</li><li>◆ Assessing Your Potential and Ability</li><li>◆ Balancing Your Resources: People and Problem Solving</li><li>◆ Principles of Staff Development</li></ul>
12:00 Noon	LUNCH (provided)
1:00 PM	<b>Afternoon Session:</b> <ul style="list-style-type: none"><li>◆ Situational Leadership</li><li>◆ Delegating Your Duties and Responsibilities</li><li>◆ Communicating within the Organization</li><li>◆ Dealing with Difficult People</li></ul>
3:30 PM	Class Adjourns

### Registration Fees

The registration fee for State and Municipal participants is **\$65.00**; the registration fee for private sector participants is **\$130.00**. The registration fee includes refreshments, lunch and workshop handouts. Registration fees are due prior to the start of the workshop.

Participants from the Connecticut Department of Transportation must provide the ConnDOT workshop voucher number with the registration form and bring the original voucher to the workshop.

### Refund Policy

The registration fee is refundable if notice of cancellation is received 48 hours prior to the start of the program. Registrants who are unable to attend and do not cancel in advance are subject to the registration fee.

Substitutions may be made at any time. Please notify us of changes.

### Registration

Registration is closed one week prior to the day of the workshop. Please mail registration to address noted on the form or fax to (860) 486-5718.

You will receive a confirmation packet by mail containing travel directions and parking information prior to the training date.

### Enrollment is Limited

Registrations will be accepted on a first-come first-served basis. Please register early for this workshop.