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) 486-9373 or visit us online at www.t2center.uconn.edu
**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.

**Instructor:**

*Tess George* is an adjunct faculty member at the University of Massachusetts in Lowell and the University of New Hampshire where she teaches classes in communication, critical thinking, problem solving and other management development topics.

For over 20 years she’s drawn on her experiences as a professional speaker, actor, singer and storyteller to help participants strengthen communication skills.

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**Who Should Attend:**

This program is designed for all municipal highway officials, particularly those responsible for the supervision of others and those new to supervision.

Directors of Public Works, Highway Superintendents, Crew Leaders and Foremen are encouraged to attend.

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**Learning Objectives**

At the end of this session, participants will be able to:

- Identify and overcome barriers to transitioning to supervision
- Identify leadership styles and name their preferred style
- Listen well, for facts and feelings
- Use supervisory practices that lead to higher performance
- Give corrective feedback effectively
- Create a supportive climate
- Know when and how to discipline employees

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**Registration Fees**

The registration fee for State and Municipal participants is **$75.00**; the registration fee for private sector participants is **$150.00**. The registration fee includes 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. Mail your form, fax your form to (860) 486-5718 or register online at [www.t2center.uconn.edu/registration.php](http://www.t2center.uconn.edu/registration.php).

**Please Note:** We will be emailing travel directions and parking information prior to the training date. Please be sure to provide an email address on your registration.

**Enrollment is Limited**

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