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
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.

Edward W. Coyle is Vice President and Senior Consultant with E. Wallace Coyle Associates. Mr. Coyle presents numerous training seminars on violence and security awareness, defusing tense situations, preventing sexual harassment, security management, organizational behavior, audit report writing, supervisory skills and other management development topics. Mr. Coyle is a graduate of Stonehill College with a concentration in Business Management and American Studies. He has consulted with E. Wallace Coyle Associates since 1993.

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 Morning Session:
◦ The ABC’s of Performance Management for Supervisors
◦ Assessing Your Potential and Ability
◦ Balancing Your Resources: People and Problem Solving
◦ Principles of Staff Development
12:00 Noon LUNCH (provided)
1:00 PM Afternoon Session:
◦ Situational Leadership
◦ Delegating Your Duties and Responsibilities
◦ Communicating within the Organization
◦ Dealing with Difficult People
3:30 PM Class Adjourns

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. 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.