



# Commonwealth Workforce Coalition

A Network of Massachusetts Community-Based Workforce Development Practitioners

A TRAINING EVENT

## *2 Day Supervisor Institute*

**Thursday October 21 &  
Wednesday October 27**

**9:00 AM to 4:00 PM**

**Madison Park Village Community Room, Roxbury**

□ The Commonwealth Workforce Coalition (CWC) provides professional development and networking services for workforce development professionals employed in education, training and employment programs.

□ The Community Economic Development Assistance Corporation (CEDAC) manages the CWC.

□ For more information about CWC activities, check the website:

<http://cwc.cedac.org>

or call 617-727-5944

This 14 hour institute is designed for Supervisors of Workforce Development programs who manage direct reports. Learn how to:

- Use effective supervision strategies, set expectations and develop goals with your employee;
- Understand and utilize motivation strategies and approaches that increase employee engagement and ownership at work;
- Deliver more effective performance feedback that gets at the root of the issues, and results in changed behaviors;
- Learn about generational differences in the workplace, and how to create agreements that get the best performance from each;
- Assist your team to grow into a stronger and more effective one.

This training will be conducted for the Commonwealth Workforce Coalition by Jeff Davis of Organization Renewal Associates. The training is offered at no cost, but pre-registration is required. Registration is limited to 2 staff members per organization.

For more information about online registration see page below.

***2-Day Supervisor Institute***  
**10/21/10 & 10/27/10**  
**9:00am-4:00pm**  
**Madison Park Village Community Room, Roxbury**  
**Advance registration is required by 10/14/10**

**TO REGISTER:**

- Go to the CWC Member's Portal at <https://cwc.cedac.org/member.aspx>
- Sign in to your member account with your username (email address) and password.

*If you don't know or have forgotten your password, click on "Retrieve Account Information". You will then have the capability to retrieve your password via e-mail or First Name/Last Name if we do not have your e-mail address on file. Click "New Member Registration" if you're new to CWC.*

- Once logged in, you will be directed to your "Members Profile". Please review & update your contact information.
- Click on "Events". Choose "Supervisor Institute 10/21/10" and click "Register now."
- Once registration is finalized an automatic confirmation email will be emailed to you. Each person attending must register with their own email address.

**If you have any questions about online registration, please contact Rebecca Harris at [rharris@cedac.org](mailto:rharris@cedac.org) or 617-727-5944.**