



Supervisor A Leader's Journey

2018 Annual Training for Supervisors

Skills Development

Instructor-Led Trainings

Dealing with Difficult Conversations

- Understanding conflict
- Your response to conflict
- Your blueprint to having difficult conversations

Supervisory Excellence

- Building trust
- Communication
- Setting expectations
- Fostering accountability

Web-Based Trainings SkillSoft Developed

- Managing Conflict curriculum
- Supervisory Excellence curriculum

Policies & Procedures

Web-Based Trainings County Developed

Standards of Conduct and the Discipline and Grievance Process

- Release end of QTR 1

Performance Management

- Release end of QTR 2

Onboarding New Employees

- Release end of QTR 3

Managing Employee Leave

- Release end of QTR 4

Just Drop In!

Program Overview Open House

Employees' University Training Room

February 20, 8:30 am to 9:30 am

February 20, 11:00 am to 12:00 pm

February 21, 4:00 pm to 5:00 pm

February 22, 1:00 pm to 2:00 pm

West Jordan Library Board Room (upstairs)

February 22, 8:30 am to 9:30 am

All employees who supervise a benefit eligible employee are expected to participate.

Questions: Contact Employees University
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Class Schedules and SkillSoft Trainings

Dealing with Difficult Conversations

Viridian Event Center, West Jordan

April 3, 2018 8:30 a.m. to 12:30 p.m.

May 17, 2018 8:30 a.m. to 12:30 p.m.

September 20, 2018 8:30 a.m. to 12:30 p.m.

Utah Cultural Celebration Center, WVC

June 19, 2018 8:30 a.m. to 12:30 p.m.

October 18, 2018 8:30 a.m. to 12:30 p.m.

Supervisory Excellence

Viridian Event Center, West Jordan

May 24, 2018 8:30 a.m. to 12:30 p.m.

September 27, 8:30 a.m. to 12:30 p.m.

October 25, 2018 8:30 a.m. to 12:30 p.m.

Utah Cultural Celebration Center, WVC

June 19, 2018 1:00 p.m. to 5:00 p.m.

October 18, 2018 1:00 p.m. to 5:00 p.m.



Web-Based Trainings in



Managing Conflict Curriculum

Adapting Your Conflict Style

Facing and Resolving Workplace Conflict

Facilitating Work-Related Conflict Discussions

Handling Team Conflict

Meeting the Challenges of Workplace Conflict

Personal Conflict Style

The Many Approaches to Workplace Conflict

Working Out and Through Conflict

Supervisory Excellence Curriculum

Being a Fair and Caring Manager

Developing a Personal Accountability Framework

Developing a Successful Team

Effective Team Communication

Effectively Directing and Delegating as a Manager

Encouraging Team Communication and Collaboration

Successful Delegation: Supervise and Encourage

Trust Building Through Effective Communication

Choose two trainings from each curriculum.

Courses and Curriculums will be assigned to you in the Saba Learning Management System. Check your ME Tab for pending registrations to register for each class.

