

Build strong working relationships



& healthy organizational culture



Rebecca Schueller Training & Consulting Presents:

November 2020 Webinar Series – 6 Sessions/12 Hours

**Supervision & Performance Appraisal Skills
to Support Effective Teams**

Nov. 9, 10, 12, 16, 17, & 19, 2020 (1:00-3:00 p.m.)
Mondays, Tuesdays, & Thursdays **U.S. Central Time**

Fee: \$325/Participant



Register Online: www.bemidjiconsulting.com/trainings
For Questions: Becky@bemidjiconsulting.com

Webinar Option: Covid-19 has changed work life permanently. Employers are exploring options to re-open that protect employee health and safety, and many will continue to limit employee travel through the Fall. This webinar replaces a 12-hour, two-day in-person training with content updated to reflect working conditions in the era of Covid-19. Training will be offered 2 hours/day, 3 days a week over a 2-week period for a total of 12 attendance hours. Attendance certificates provided. Zoom break-out sessions will be used for small group discussion.

Workshop Description: Employers currently have the opportunity to reinvent their organizational practices and culture to support the ability of staff to bring their best to their work. Make sure that as a supervisor, you receive the formal training you need for this cultural pivot. How will your team designed alliance and communication agreements look different in this new period? Do you view supervision time with staff and performance appraisals as opportunities to partner and learn your staff's goals and hopes for their clients and their ideas for new ways to provide services or new programs that can help your organization adapt to the new realities? With remote work, opportunities for your staff to tell you the resources and tools they need to do their jobs is a priority. Ensure that your organization has the "right" staff needed to bring you into the Covid-19 recovery period. With reduced resources, high quality staff who can perform at their best will be essential. Effective supervision is even more essential in a remote work environment because not all employees are suited to create their own structure and work independently. Supervisory support makes a significant impact on employee mental health and well-being during ordinary times and more so in times of extreme stress and uncertainty.

Due to Covid-19 social distancing requirements, many employers have laid off, furloughed or reduced staff hours. Combined with a lack of formal supervisory training, this can become a situation ripe for unhappy employees and significantly reduced long-term productivity. Workforce development and training are critical during times of crisis as new practices are needed and opportunities for business, nonprofit, tribal, and governmental pivots become more important. Even in the best of times, when supervisory relationships are neglected, organizations can lose important staff positions *and* important client and organizational history from the employees who work most closely with clients and customers.

Intended Audience: This workshop is designed for employees charged with supervisory responsibilities. Nonprofit/tribal/and county human services managers, program directors, maintenance and transportation supervisors, financial services managers, county auditors, school principals, community college deans, and business professionals have appreciated this workshop. The supervision, communication, and evaluation tools taught are relevant in multiple workplaces.

About Your Trainer: Becky Schueller currently provides online webinar training and consulting. She has three decades of experience working with national, urban and rural nonprofits, tribal organizations, and small businesses. In addition to 30+ years of management, leadership, & supervisory experience with nonprofits, Becky served multiple community agencies in board, staff, committee, volunteer, and consultant roles. She worked for the Chicago Foundation for Women, supervised an all-Cambodian refugee staff, and served at the YMCA of the USA. In 2018-19, she was the Northwest Minnesota Continuum of Care Coordinator, supporting housing and homeless service providers. Becky's most recent long-term staff role was serving as a youth and family service agency executive director from 2001-17. The agency's \$1M budget doubled and the staff grew from 20+ to 40+ members.

❖ **Rebecca Schueller Training & Consulting, LLC** ❖
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REGISTRATION FORM

Supervision & Performance Appraisal Skills to Support Effective Teams

November 9, 10, 12, 16, 17, & 19, 2020

(Mondays, Tuesdays, & Thursdays)

(1:00-3:00 p.m. Central Time) – 12 attendance hours

Via Zoom Meeting

Thank you ■ Mii-gwech for *printing* your information. **Please complete a separate form for each person.** Or, Register Online: www.bemidjiconsulting.com/trainings

Note: Use your computer, not your phone, for online registration!

Name: _____ **Position:** _____

Organization: _____

Email: _____ work personal
The meeting link will be sent via email. Please check one: Email works or Snail mail

Cell Phone: _____ **Work:** _____
For emergency notification/cancellation only (please include the area code for both #s)

(W) Mailing Address: _____
Street # & Name **City** **State** **Zip**

Early Bird Registration: \$325.00/person – for registrations received by **Monday, Oct. 26th** (register online at www.bemidjiconsulting.com/trainings - use a computer, not your phone).

Regular Registrations: After **Oct. 26th**, registrations are \$375.00/person.

Payment: Payment to reserve your seat at the early bird rate is due by **Fri., Oct. 30th**. Pay Pal is preferred or checks may be made payable to **Rebecca Schueller Training & Consulting** and mail to: **Rebecca Schueller Training & Consulting, P.O. Box 1513, Bemidji, MN 56619-1513**. There is a PayPal option on the website. Pay Pal assigns a small additional fee to the purchaser. Register and pay at www.bemidjiconsulting.com/trainings.

Questions: Please email questions with contact information to: Becky@bemidjiconsulting.com.

Cancellation: Substitutes accepted at any time. Please provide 5 days notice when possible. Unfortunately, due to the small class size, there are no refunds for cancellations. Becky is flexible about including participants in future training if cancellations are unavoidable.

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