**Lead Your Team**

*Effective Supervisory Leadership Training*

All supervisors and managers, both new and seasoned, are invited to participate in the “Lead Your Team” program.

**The 2-day in-class sessions include:**
- From Worker to Manager (Understanding Yourself & Others)
- Best Practices for Searches/Recruiting Effectively
- Behavioral Based Interviewing
- Orienting Your New Employee
- Effective Feedback and Staff Performance Appraisals
- Time Management including How to Delegate
- Workplace Conflicts
- It’s Okay To Be the Boss & Progressive Discipline
- Your Role on Your Employee’s Health & Stress Management
- Leading in a Crisis & Managing Gossip
- How to Influence Others
- Code of Conduct & Ethics - Living by the University Creed

**Online programs include:** Employment Law Compliance modules (1.5 hours) to be completed prior to the in-class sessions and developmental programs for Effective Leadership modules (1.5 hours) to be completed after the in-class sessions.

<table>
<thead>
<tr>
<th>Session</th>
<th>Access Online (Pre)</th>
<th>In Class (Two full Fridays)</th>
<th>Access Online (Post)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Winter</td>
<td>Dec 1st – Jan 8th</td>
<td>Fri, Jan 9th &amp; Fri, Jan 16th</td>
<td>June 17th – Feb 28th</td>
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<tr>
<td>Spring</td>
<td>March 1st – April 2nd</td>
<td>Fri, April 10th &amp; Fri, April 17th</td>
<td>April 18th – May 31st</td>
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<tr>
<td>Summer</td>
<td>June 1st – July 9th</td>
<td>Fri, July 10th &amp; Fri, July 24th</td>
<td>July 25th – Aug 31st</td>
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Register your interest at olemiss.edu/hr/training.html.

Enrollment confirmation will be sent via email. If you withdraw your registration without enough notification required to fill the spot or if you do not complete the program, a $100 cancellation fee will be charged to cover the cost of the online program.

Fourteen (14) participants will be selected for each session.