



Charlotte County Management University





Program Overview

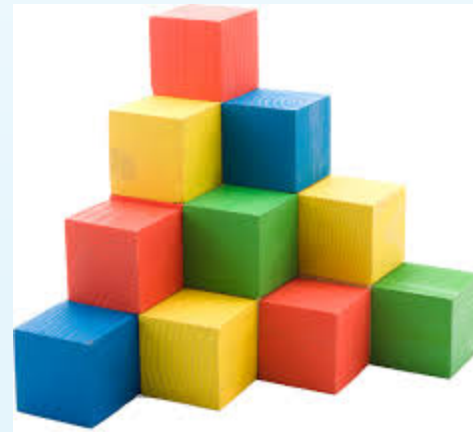
- Blended Approach
 - 3 half-day sessions over the course of three weeks
 - 4th day will be a class taught by an Institute of Government instructor
 - Just in Time Learning
- Offered Quarterly





Day 1-Back to Basics

- Pre-Work: Charlotte County: It's Our Ship
- Administration Welcome
- What Is a Leader?
 - Manager vs Leader and their roles
 - Traits of Exemplary Leaders
- Senior Leadership Panel





Day 2-Partners for Success

- Human Resources as a Liaison
- Legal Update on Selected Topics
- Safety and the Supervisor





Day 3- It's all about the Employees

- Employee Engagement & Accountability
- Providing Coaching and Feedback
- Conflict Resolution
- Employee Recognition

EMPLOYEE TRIFECTA





Just-in-Time Learning

- Documenting Discipline
- Performance Evaluations and Halogen
- Interviewing Tips & Techniques
- Workplace Behaviors Prohibited
- Ethics
- Budget Process
- Purchasing: Bid Process
- FMLA





Going forward...

