

Furthering Skills to be a Sought-After Supervisor

Whether an approved supervisor or considering becoming a supervisor, COMAR 10.42.08.04A(2)(c) requires 3 hours of supervision training every licensing period. A good supervisor places a high priority on coaching, mentoring, and advocating for employees. You must work to establish suitable goals, action plans, and timelines. The supervisor delegates and provides ongoing guidance and support. You are sometimes confronted with walking a fine line between being a supervisor and the employee's confidant. Learn to further your skills and share tips of the trade!

10:00 a.m. ~ 1:00 p.m.

3 Category I CEUs

Certificate received same day!

\$45 only!

FREE Parking!



**309 Colesville Manor Drive
Silver Spring, MD 20904
Corner house facing Shannon**

Saturday, October 27, 2018

**Walk-ins welcome for
an additional \$15.00**

EFFECTIVE SUPERVISION

- Clear goals
- Accountability
- Ethics/consistency
- Open & clear communication
- Intentional staff development
- Different for every person you supervise
- Encourage experimentation & assessment
- Balances high productivity & morale/rapport-building

Trainer:



Frances James, LICSW, LCSW-C

Kayla's Village Training Pre-Registration Form

PLEASE print clearly.

| | |
|-------------------------------|--|
| Name | |
| Address | |
| City, State, Zip Code | |
| Cell Phone | |
| Email | |
| Professional License Number | |
| State in which License Issued | |
| Agency Affiliation | |

Pre-registration **RECEIVED** at least one week prior to training to prepare certificate

\$45

| | |
|----------------|---|
| Training Title | Furthering Skills to be a Sought-After Supervisor |
| Training Date | Saturday, October 27, 2018 |
| Training Time | 10:00 a.m. ~ 1:00 p.m. |
| Location | 309 Colesville Manor Drive, Silver Spring, MD 20904 |

NO credit given to those pre-registered who fail to attend the training unless the session is canceled or rescheduled by Kayla's Village.

Training Information

Fax pre-registration form to **(301) 434-0463**. No cover sheet needed. **CONFIDENTIAL** home fax.

No fax? Email photo of form or necessary information and mention you are paying via PayPal.

Session may be cancelled due to lack of registration. Pre-registrants would be contacted.

You may pay for training

Via your checking account at www.paypal.com by having payments sent to kaylasvillage@aol.com check here

Credit and Debit Cards **NOT** accepted. Mail checks or money orders, made payable to

Kayla's Village

3505 16th Street, N.W., Washington, D.C. 20010

There is a \$25.00 return check fee required.

THANK YOU! Tonya M. Logan, Kayla's Village Founder & CEO