The Supervisory Development Seminar I: Fundamentals

Every Federal Agency relies on the frontline management (FOR WHAT). Though professions vary greatly across the federal government the responsibilities of the frontline manager do not. Every Federal supervisor needs a skill set that includes tools and techniques to ensure success. This Seminar delivers!

- Be able to navigate the Federal human resource management system and differentiate appropriate personnel actions to recruit, hire, and retain employees in the Federal workplace.
- Implement effective performance management practices that set expectations and encourage effective performance.
- Articulate the appropriate personnel actions required to discipline and terminate employees who are poor performers or who violate workplace behavioral principles.
- Formulate a plan to improve personal performance upon returning to the workplace.

Establish the Fundamental Skills to Become a Successful Leader

New supervisors will gain valuable insights into the fundamental skills, behaviors and attitudes that define the successful Federal supervisor and maximize personal performance. This week long seminar can be combined with the SDS II for a two-week emersion to expand these fundamentals with leadership foundations experience.

Please note: This seminar meets the requirements of the Congressional mandate requiring training for all new supervisors.

““This seminar gave me tangible, concrete tools for delegating tasks, working effectively in teams and improving listening skills.”"
A One-Week Investment That Will Pay You Back

- Familiarize yourself with the Business Acumen Executive Core Qualification.
- Understand merit system principles as the foundation of Federal civil service and apply them to supervising your employees.
- Learn appropriate personnel actions for recruiting, hiring and retaining Federal employees.
- Discover how to set appropriate expectations and encourage effective performance.
- Learn how to take appropriate legal action to discipline and terminate poor performers or those who violate workplace behavioral standards.
- Network with peers who will help you ease your transition to supervisor.

“The case studies from MSPB were useful to understand what can happen in a workplace and how to appropriately respond in such situations, and to know what resources are available to you.”

**Tuition**

$3,350

Tuition includes materials, meals and lodging.

**Leading Education & Development Certificate Program**—A complete leadership development curriculum for current and aspiring government leaders, providing official recognition of achievement at every level. For more info, go to www.leadership.opm.gov/certificates/LEAD/index.aspx

**Recommended Prior Course**

Leadership Assessment Program—Level I

**Suggested Follow-on Courses**

Supervisory Development Seminar II: Learning to Lead
Leadership Assessment Program Level II
Managing the Flexible Workspace

For information on presenters and day-to-day schedules, please go to www.leadership.opm.gov

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**Three Ways to Register**

1. **Register Online at www.leadership.opm.gov**
   
   Initiate course registration with your Government Purchase Card payment, the fastest way to reserve your space. Use your own agency-specific procurement forms. Once we have received your payment, you will receive confirmation within two business days.

2. **Fax a Registration Form, found in a catalog or online.** This form can be used for courses at the Federal Executive Institute or Management Development Centers.

3. **Contact a Representative Customer Service Office:**
   
   Toll Free: 888-676-9632
   Phone: 304-870-8008
   Fax: 304-870-8078
   TDD/TTY 304-870-8066
   Email: register@opm.gov