

TRC Supervisory Training Schedule

Time:	Monday	Tuesday	Wednesday	Thursday	Friday			
8:00	<i>Welcome</i>	<i>Review Q/A</i>	<i>Review Q/A</i>	<i>Review Q/A</i>	TRC Work Practices With TRC-EUA 8AM-9:30AM			
8:15								
8:30	<i>8AM-8:30AM</i>	<i>8AM-8:30AM</i>	<i>8AM-8:30AM</i>	<i>8AM-8:30AM</i>				
8:45	Changing Roles and Responsibilities in a Team Environment <i>8:30AM-10:15AM</i>	Effective Meeting Facilitation <i>8:30AM-9:30AM</i>	Transportation Policy and Proc. for Supervisors <i>8:30A-9:15A</i>	Special Incident Review Committee: Incident Reporting <i>8:30AM-10AM</i>	Break			
9:00								
9:15								
9:30			Maintenance P & P for Supervisors <i>9:15A-9:45A</i>					
9:45			Break					
10:00		Payroll Policy & Procedures for Supervisors <i>10:00AM-10:30AM</i>	Break					
10:15	Break		Risk Management for Supervisors <i>10:00-10:30A</i>	Break	Driver Safety for Supervisors <i>9:45A-10:45AM</i>			
10:30	Accountability that Works: Building Commitment to Results <i>10:30AM-12:00PM</i>	Providing Good Customer Service <i>10:30AM-12:00PM</i>	10:30A-11A-Return to Work	Interpersonal Communication <i>10:15AM-11:15AM</i>	Employment Services <i>10:45AM-11:15AM</i>			
10:45								
11:00								
11:15			Staff Training P&P for Supervisors <i>11A-112P</i>	Lunch 11:15P-12P	Working Lunch/ Evals 11:15-12:30PM			
11:30								
11:45								
12:00	Lunch 12:00P-1:00P	Lunch 12:00P-1:00P	Lunch 12:00P-1:00P	Leadership Made Simple 12P-2:15P (Part I)	12:30P-Leadership Made Simple (Part II)			
12:15								
12:30								
12:45								
1:00	Interviewing Techniques <i>1PM-2:30PM</i>	Accounts Payable Policy and Procedure for Supervisors <i>1:00PM-2:30PM</i>	Human Resources Policy and Procedure for Supervisors <i>1:00PM-4PM</i>	Break				
1:15								
1:30								
1:45								
2:00								
2:15								
2:30	Break	Break		Break				
2:45	Purchasing Policy and Procedure for Supervisors <i>2:45PM- 4PM</i>	TRC Counseling and Psychiatric Services <i>2:45-4PM</i>						
3:00								
3:15								
3:30								
3:45								
4:00				2:30P-4P Compensation and Benefits				
4P-5P			Paul Cesana					