



# Greater Kansas City Federal Executive Board's **Supervisory Refresher Training Seminar**

**October 31st to November 4th, 2016– 8:00a.m. – 4:30p.m.**

*RICHARD BOLLING FEDERAL BUILDING*

*601 E. 12TH STREET, ROOM 864*

*KANSAS CITY, MO 64106*

***\$325 Per Participant***



**T**his course focuses on building powerful leadership skills, developing management techniques, and staying successful in an ever changing business world. The course is designed to provide the three objectives outlined by the Office of Personnel Management (OPM) for the suggested training requirements for supervisors: (1) unacceptable performance, (2) employee mentoring programs, and (3) employee performance appraisals. This would be an excellent training opportunity for new supervisors as well.

## Day One

- Merit System Principles
- -Classification
- Leadership and Influence

## Day Two

- Leadership
- HR Policies for Supervisors
- Leadership Styles

## Day Three

- Essential Leadership Skills
- Interpersonal Leadership Skills
- Team Building Skills
- Engaging Employees Workplace

## Day Four

- Engaging Employees in the Work place
- Managing the Teleworker
- Leadership Continued

## Day Five

Leadership Panel

## **Register Online at KansasCity.FEB.gov**

This course is sponsored by the Greater Kansas City  
Federal Executive Board.

**Email:** [feb.mail@gsa.gov](mailto:feb.mail@gsa.gov)

**Call:** (816) 823-5100

**Website:** [www.kansascity.feb.gov](http://www.kansascity.feb.gov)

### **Registration Deadline:**

10/24/16 or until we meet capacity.

This is a collaborative effort of the FEB's Education  
& Training and Human Resources Committees.