

## LIEBERT CASSIDY WHITMORE

EMPLOYMENT LAW | EDUCATION LAW | LABOR RELATIONS | MANAGEMENT TRAINING

### *Imperial Valley Employment Relations Consortium*

## **Supervisory Skills for the First Line Supervisor/Manager**

This program is designed to assist both new and experienced first line supervisors in managing their workforces more productively and successfully. The presenter will discuss practical and legal aspects of being a first line supervisor, including issues related to problem solving, delegation of work, effective communication, performance evaluations, ethics, discipline, and particular legal principles that all supervisors should know. The program will emphasize practice rather than theory. Attendees will interact and share experiences, problems and expertise with one another and the presenter. The comprehensive workbook will include checklists, useful sample documents and case studies for discussion.

**Who  
Should  
Attend?**

**Supervisors and Managers**

#### **MCLE**

LCW is an approved provider for Minimum Continuing Legal Education (MCLE) Credit. Attorneys attending this course will receive 5.5 hours of MCLE credit. An MCLE sign-in sheet and certificate will be available at the workshop.

**DATE: Thursday, April 1, 2010**

**TIME: 9:00 a.m. – 4:00 p.m.**

**PRESENTER: Donna Evans**

**LOCATION: Veterans Memorial Hall  
247 South Imperial Avenue  
Imperial, CA 92251  
(Map included.)**

**RESERVATIONS: Please complete the registration form and submit as indicated by March 16, 2010. Unfortunately, we cannot guarantee space if your list of attendees is not received by this date.**