Baystate Roads Program

DESCRIPTION

Succeeding as a foreman is no accident. Effectively motivating workers, communicating both upward and downward and dealing with the public are crucial skills. This two-part training is designed to enhance both your skills and your confidence. Session 1 of this 2-part series will focus on efficient delegation, communication, and interpersonal skills.

Session 2 (to be offered in the Fall of 2012) will focus on motivating employees, situational leadership, generational differences, and creating a learning environment.

Whether you are a veteran foreman or someone who hopes to achieve that position in the future, you will benefit from this program.

Note: You make take either session independently, or sign up for both.

Contact dan@baystateroads.org for additional information.

Maximum class size is 30

SPEAKERS

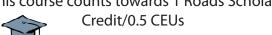
ROCKIE BLUNT, ED. D.

Rockie Blunt is president of Blunt Consulting Group, a West Boylston-based firm that offers management and organizational communications training and consulting services to companies and organizations throughout New England. He has worked extensively with municipal and state agencies, and has built a reputation as a lively speaker who delivers informative seminars.

WHO SHOULD ATTEND

• The program is open to all foremen or supervisors who are responsible for the day-to-day management of field operations for their towns. Whether you are a veteran foreman or someone who hopes to achieve that position in the future, you will benefit from this program.

This course counts towards 1 Roads Scholar Credit/0.5 CEUs



Succeeding as a Foreman I



March 15, 2012	Sterling
March 21, 2012	Northampton
March 22, 2012	Concord
April 4, 2012	Taunton
April 5, 2012	Hyannis



This Baystate Roads Program (LTAP) workshop is a cooperative effort of the Federal Highway Administration, Massachusetts Department of Transportation and the University of Massachusetts Transportation Center.

Send checks payable to "University of Massachusetts", to: Chris Ahmadjian, Baystate Roads Program UMTC, Marston Hall, 130 Natural Resources Rd, Amherst, MA 01003 Cash or checks are accepted upon arrival.

Canellations must be received 4 days prior to

The University of Massachusetts

Make checks payable to:

the workshop or you will be invoiced.

AGENCY: TOWN OR CITY & ZIP. ADDRESS: *PLEASE DETACH AND MAIL THIS REGISTRATION FORM WITH PAYMENT AFTER REGISTERING ONLINE TELEPHONE: PLEASE REGISTER ONLINE! www.mass.gov/baystateroads Location (city/town): Dates Requested: \$50.00 municipal/\$70.00 private sector and course materials are included SUCCEEDING AS A FOREMAN I Light breakfast, lunch REGISTRATION FEE

Succeeding as a Foreman I

March 15, 2012		
Chocksett Inn		
59 Laurelwood Road		
Sterling, MA 01564		
March 21, 2012		
Hotel Northampton		
36 King Street		
Northampton, MA 01060		
March 22, 2012		
Concord's Colonial		
48 Monument Square		
Concord, MA 01742		
April 4, 2012		
Holiday Inn		
700 Myles Standish Blvd		
Taunton, MA 02780		
April 5, 2012		
Cape Codder Resort		
1225 Iyannough Road		
Hyannis, MA 02601		

Why Register Online?

- -Instantly confirm registration!
- -View how many seats are left!
- -View all courses currently accepting registrations!
- -View workshop flyers as well as Newsletters and Tech Notes!
- -Save paper and time!

Succeeding as a Foreman I

Agenda	
Breakfast/Registration	
Course Introduction/Objectives	
Making the Transition to Foreman or Supervisor	
Supervising Former Co-Workers	
Delegating Effectively	
Break	
Delivering Instructions and Giving Effective Feedback	
Developing Communication Skills	
Lunch	
Developing Communication Skills (cont.)	
Break	
Working with the Public	
Evaluations/Certificates/Adjourn	

Workshops Coming Soon!!!

- OSHA 10-hour
- NHI courses
- Complete Streets
- · Warm Mix Asphalt
- Every Day Counts Exchange
- · ...and more!