

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.

SUCCESSING AS A FOREMAN I

Agenda

8:00 AM	Breakfast/Registration
8:30	Course Introduction/Objectives
8:45	Making the Transition to Foreman or Supervisor
9:15	Supervising Former Co-Workers
9:30	Delegating Effectively
10:00	Break
10:15	Delivering Instructions and Giving Effective Feedback
11:00	Developing Communication Skills
12:00 PM	Lunch
1:00	Developing Communication Skills (cont.)
2:15	Break
2:30	Working with the Public
3:30	Evaluations/Certificates/Adjourn
Workshops Coming Soon!!!	
	• OSHA 10-hour
	• NHI courses
	• Complete Streets
	• Warm Mix Asphalt
	• Every Day Counts Exchange
	• ...and more!

Succeeding as a Foreman I

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

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!

*PLEASE DETACH AND MAIL THIS REGISTRATION FORM WITH PAYMENT AFTER REGISTERING ONLINE

SUCCESSING AS A FOREMAN I

NAME: _____
 TITLE: _____
 AGENCY: _____
 ADDRESS: _____
 TOWN OR CITY & ZIP: _____
 TELEPHONE: _____

Dates Requested: _____

Location (city/town): _____

PLEASE REGISTER ONLINE! www.mass.gov/baystateroads

REGISTRATION FEE

\$50.00 municipal/\$70.00 private sector

Light breakfast, lunch
and course materials are included.

Make checks payable to:
The University of Massachusetts
Cancellations must be received 4 days prior to
the workshop or you will be invoiced.

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