



A UNH Technology Transfer Center Workshop
5 Supervisory Hours

I'M THE BOSS... NOW WHAT? NOVEMBER 21, 2017—MOULTONBOROUGH

Purpose: to provide the new boss insights and applicable methods and strategies as well as work place policies and procedures to assist with the new role

WORKSHOP FEE: The **Municipal Registration Fee** is \$60.00 and the **Private Registration Fee** is \$120.00. This price includes instruction, materials and catering. *These rates remain low due to generous grants from the FHWA and NHDOT.*

What is this class about?

Congratulations on your promotion! This workshop will give you the tools and information you need to be a successful and respected boss. Workplace code of ethics and ethical decision-making will be explored. Learn how to create an effective professional environment. This workshop is intended to support your transition into your new supervisory role.



Schedule

8:00 - 8:30 *Registration & refreshments*
8:30 - 11:30 *Workshop*
11:30-12:00 *Lunch*
12:00-2:00 *Workshop*
2:00 *Evaluations & Certificates*



Instructor:
Butch Leel is the Senior Training Instructor for the UNH Technology Transfer Center. He was previously the

Maintenance Supervisor for the NHDOT, District 4, for 32 years. He is an Advanced Master Roads Scholar.

What is the Learning Format?

- Classroom instruction and discussion

What will the workshop cover?

- How to create an effective workplace environment
 - Employee evaluations
 - Employee discipline
 - Learn characteristics that define a good supervisor
 - Round table discussion

Who should attend?

Anyone who works in Public Works, including Directors, Road Agents, other supervisors, and employees.



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REGISTRATION:

Please use one of the following options:

Online at www.t2.unh.edu/workshop-registration-form

Call T² at 603-862-2826 or 800-423-0060 (in NH)

E-mail t2.center@unh.edu (include name, title, affiliation, address, phone, and email)

AFTER RECEIVING CONFIRMATION:

Address check to: University of New Hampshire

Mail to: UNH Technology Transfer Center
33 Academic Way
Durham, NH 03824

CANCELLATION: If you need to cancel a registration, call the UNH T² Center as soon as possible. We require at least 3 business days notice prior to the workshop to refund fees already paid, or for any charges to be reversed. Cancellations received after this deadline or "no-shows" at the workshop may be charged the full fee. Please know that you may send substitutions to the workshop without prior notice.

Workshop Location:

Safety Complex
1035 Whittier Highway
Moultonborough, NH



New Hampshire
Technology Transfer Center

PROFESSIONAL DEVELOPMENT: This workshop is eligible for up to 5 Professional Development Hours (PDHs) and up to .5 Continuing Education Units (CEUs) through the University of New Hampshire. You do not need CEUs for the Roads Scholar Program.

SERVICES/FOOD: A continental breakfast and either a hot lunch or sandwiches will be served. If you require special services or have dietary restrictions, please let us know prior to the workshop.

PHOTOS/VIDEOS: Photographs and/or videos may be taken for educational and training purposes. If you do not wish to be photographed or video-recorded, please advise us at registration.