



COLLEGE of
CHARLESTON

CENTER FOR CONTINUING AND
PROFESSIONAL EDUCATION



This four-session course is based on the International City/County Management Association's supervisory curriculum and covers all aspects of supervision from planning and organizing to evaluating performance, from building a work team to addressing discipline problems. It also teaches skills that supervisors need in order to deal with new trends in local government such as quality management and workplace diversity.

SCHEDULE:

September 11, 2019:

Day One (William "Bill" Taylor and Sara Pope)

Role of the Supervisor: covers a broad overview of the supervisor's role in today's environment and the key challenges that today's public sector supervisors face

Organizing Work and Time: learn to organize your work and to help your employees organize their time to achieve agreed-upon outcomes

Selecting and Developing Employees: explore how to select and develop new employees

Harassment: learn to promote a healthy and inclusive work environment where employees respect each other

October 9, 2019

Day Two (William "Bill" Tomes and Sara Pope)

Team Building: learn to transform a group of individuals into a team

Communication: learn to increase understanding of the power of effective communication in getting work done and improving employee performance

Motivation: explore how to motivate employees to carry out their responsibilities and release their energies in productive and satisfying ways

November 13, 2019

Day Three (William "Bill" Taylor)

Accountability in the Workplace: learn the key concepts of accountability in the workplace and the role supervisors play

Performance Evaluation: understand the benefits of a well-designed and well-implemented performance evaluation system

Strategic Planning, Management and Evaluation: explore the supervisor's role in creating strategic goals to motivate employees and support the organization's overall vision and strategic goals

December 11, 2019

Day Four (Robert "Bob" O'Neill)

Budgeting: a comprehensive overview of local government budgeting, from initial development through planning for the next budget cycle

Supervisory Leadership: learn practical advice to help supervisors become more successful leaders

Ethics in Public Service: This session covers the high ethical standards citizens set for public employees and the role supervisors play in modeling ethical behavior. It also covers coaching and leading employees.

Leading Change: explores change in organizations and provides practical techniques to help become a successful change leader

\$495 per person

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About the Instructors

Robert (Bob) O'Neill serves as the Executive in Residence at the Joseph P. Riley Jr. Center for Livable Communities and is a visiting professor in the Master of Public Administration program, both at the College of Charleston. He is the former executive director of ICMA (International City/County Management Association), which advances professional local government worldwide. Before his 14-year tenure with ICMA, O'Neill served as president of the National Academy of Public Administration (NAPA). During this time, he served on temporary assignment at the Office of Management and Budget as counselor to the director and deputy director on management issues. O'Neill has served as Fairfax County executive (1997 to 2000) and as city manager of Hampton, VA. O'Neill received the Maxwell School of Syracuse University's Spirit of Public Service award, the National Public Service Award presented by the National Academy of Public Administration (NAPA), and the American Society for Public Administration. He is a NAPA fellow and faculty member at the University of Virginia Senior Executive Institute and for the UNC Chapel Hill Public Executive Leadership Academy.

Sara Pope recently retired from the SC Budget & Control Board where she served as the Director of Human Resources and Organizational Development. Before joining the Board, Pope worked as a management consultant with Cornelius & Associates. She has also worked at the University of South Carolina's Institute of Public Service and Policy Research and served as adjunct faculty at Columbia College and Webster University. She has worked with Fortune 500 companies as well as various state, county and municipal agencies. She has more than 30 years of experience in the industry and has authored numerous articles, training workshops, and handbooks. Pope is the author of *The Manager's Pocket Guide to Team Sponsorship* and *The Team Leader Workbook*, which are both published by HRD Press.

William (Bill) Taylor has been involved in local government in South Carolina for more than 42 years. He has served as Economic & Community Development Director for the Upper Savannah Council of Governments in Greenwood, SC; Community Development Director and Assistant City Administrator for the City of Lancaster, SC; and as the Town Administrator for the Town of Cheraw, SC. He also served as a Field Service Manager for the Municipal Association of SC. Taylor retired from MASC in August of 2018 and established a local consulting firm (Local Government Solutions SC LLC) working with local governments on administrative issues and special projects. He is a fellow for the Riley Center. One highlight of his professional career was being elected to serve as a Southeastern regional vice-president on the International City & County Management Association (ICMA) Executive Board for a three-year term from 2004 - 2007.

William E. (Bill) Tomes is a Fellow at the Joseph P. Riley Jr. Center for Livable Communities at the College of Charleston and is the former Director of Governmental Research and Service at the Institute for Public Service and Policy Research at the University of South Carolina. His consulting firm, Public Management and Leadership Development Services, works with public and non-profit organizations throughout South Carolina. Over the past 30 years, Tomes has worked as an organizational development consultant specializing in both the private and public sectors in the United States and Canada. He has conducted training programs and written book chapters and articles on human resource and governance. Tomes currently serves on the faculty of the Local Government Leadership Institute, the Non-Profit Leadership Institute at Francis Marion University, and the Institute of Government for County Officials.

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