



South Carolina Association of Counties

Diane B. Anderson, President
Laurens County

Michael B. Cone
Executive Director



UPCOMING TELECONFERENCE

To: Chief Administrative Officers, Clerks to Council, HR/Personnel Directors and Teleconference Contacts

From: SCAC Staff

Date: July 21, 2010

Subject: A Live Teleconference –
Success as a Supervisor
Thursday, August 19th, 9:00 a.m. – Noon

The workplace, labor force and business environment are all changing. Being a supervisor in this changing world is more difficult than ever. This seminar will focus on key skills crucial to a supervisor's success, and tips for those who are in transition to a supervisor's role.

This FREE teleconference is open to ALL county officials and employees. We encourage you to bring this teleconference to the attention of all local government officials and staff.

The broadcast from SC ETV studios in Columbia will be available at satellite sites in each county (http://www.sctv.org/education/nts/etv_downlink_sites.cfm). Please be sure that the downlink site that you use is equipped with a DVB receiver, which will allow your site to receive your ETV training signal. **To order a DVB receiver online go to: <http://www.sctv.org/education/Receivers.cfm>.** Please contact David Brooks or Tommy Richards, in the SC ETV Technology Division, at 803-737-3360 if you have any questions.

The satellite coordinate and call-in telephone number will be provided at a later date. **If you plan to participate, please complete the enclosed form and return it as soon as possible, but no later than August 12th.** Further details will be sent to counties that have indicated they will be participating. This teleconference is an excellent opportunity to provide training to your county employees at no cost to you, and we encourage all counties to take advantage of it.

Success as a Supervisor

The workplace, labor force and business environment are all changing. Being a supervisor in this changing world is more difficult than ever. This seminar will focus on key skills crucial to a supervisor's success, and tips for those who are in transition to a supervisor's role.

Topics to be discussed include:

- **Understanding the changing role of supervisors**
- **Managing former peers**
- **Qualities of a good listener**
- **Building effective communication skills**
- **Team-building and providing a motivational climate**
- **Personal accountability and growth for the supervisor**
- **Tips for tough situations**



When: Thursday, August 19, 2010

Time: 9:00 a.m. – Noon

Speaker: Merry Taylor, President of Taylor and Associates

Who: ALL county officials and employees

Where: Please review the attached listing of potential SC ETV downlink sites.

TO PARTICIPATE IN THE TELECONFERENCE, YOU SHOULD:
➤ Identify a "Coordinator" to be the official contact for the county. He/she will arrange all of the logistics prior to the teleconference and be on-site the day of the event.
➤ Contact the nearest satellite viewing site and arrange equipment, seating, phone access, VCR (to tape for later broadcast), etc.
➤ Mail an interoffice memo to all Department Directors from the Administrator encouraging participation.
➤ Complete the attached form to report the number of employees who will participate from your county and FAX it back to Leslie Jennings at 803-252-0379.
➤ Arrive at the satellite viewing site by 8:30 a.m. and confirm that all equipment is working properly and that the phone is operating.
➤ Identify a "Facilitator" and encourage viewers to call in with questions and comments.
➤ RELAX and enjoy!