



TEAMING UP WITH



Fundamentals of Transit Supervision (NTI)

Length: 1 Day(s) Salisbury City Council Chamber, Salisbury NC – **MARCH 21, 2011**

Audience: Newly promoted supervisors and refresher for current supervisors.

Description:

The course is designed to provide transit supervisors with a better understanding of their role whether they are new to supervision or have been a supervisor for a while and are interested in brushing up on their skills. Participants will learn strategies for dealing with common challenges, and will acquire the skills necessary to avoid future problems, including to:

Objectives:

Participants will learn how to:

- View themselves as part of "management"
- Supervise former colleagues, friends
- Deal with people, not just tasks
- Build teams and motivate workers
- Handle discipline
- Define and maintain performance standards
- Give and receive constructive feedback
- Coach others
- Avoid the pitfalls of overusing power
- Establish goals for workgroups
- Time Management

Fee:

Tuition is only \$75. Work book material included. NC COMTO will be catering breakfast for participants.

RSVP dfeaster@ci.charlotte.nc.us by **February 20, 2011.**

Make checks payable to NC COMTO and mail to Deborah Feaster at CATS/STS 545 Spratt Street, Charlotte NC 28206.

Email for hotel and restaurant information if needed, but training is designed to alleviate travel cost. More information or questions, email Vincent Brown at [**vnbrown@ci.charlotte.nc.us**](mailto:vnbrown@ci.charlotte.nc.us)

CEU's: 0.6

[Click here for registration information.](#)