

2011 Supervisor Essentials Program Schedule

Date	Topic	Time	Webb Room
3/8/11	Orientation/Understanding Your Responsibilities as a Supervisor	8:30 – 12	Cape Charles
3/15/11	Performance Management Overview	8:30 – 12	Chesapeake
3/22/11	Progressive Discipline	8:30 – 12	Chesapeake
3/29/11	Practical Lab	8:30 – 12	Isle of Wight
4/5/11	Understanding the Grievance Process	8:30 – 11:30	Chesapeake
4/12/11	Grievance Practical Application/Lab	8:30 – 12	Chesapeake
4/26/11	Classification, Compensation & Position Description	8:30 – 12	Chesapeake
5/3/11	Recruitment, Selection & Hiring	8:30 – 12	Chesapeake
5/10/11	Leave Mgmt. - online ODU Knowledge Center	8:30 – 12	N/A
5/17/11	Leave Mgmt. Q & A	8:30 – 12	Chesapeake
5/24/11	Situational Leadership/Graduation	8:30 – 12	Chesapeake

For login, password, enrollment instructions go to:
<http://www.odu.edu/ao/humanresources/kc/ODUlogininstructions.pdf>
To register for classes go to the ODU Knowledge Center at
<https://covkc.virginia.gov/odu/>