

SUPERVISOR AND MANAGEMENT WEBINAR SERIES



Coaching, Training and Transformation

- One registration pays for a phone line—gather your colleagues!
- Save time and travel—all you need is an internet connection and/or a phone.
- Register online or mail to save money!
- Contact us at 720.389.0670 or 844.444.4522 for questions.

ABOUT CTAT AND OUR TRAINING

CTAT, LLC is a national training, consulting, and coaching organization with a focus on programs for leadership development, growing teams, and disability services. We provide online training and webinars to conveniently meet your needs and face to face customized programs to efficiently address your specific issues.

Increase your leaders' and teams' capacities and expertise with CTAT's top-notch facilitators. Sharpen skills and gain insights through innovative and interactive activities to create more of the results you strive for.

Facilitators for the series include Joanne Cohen and Gayann Brandenburg, co-partners at CTAT. Please visit our website www.ctatllc.com to see more information on Joanne and Gayann's expertise.

WHO SHOULD ATTEND

Managers, supervisors, people in team leadership roles, and anyone aspiring to move into a management role.

SPECIAL PRICING

Classes are priced at \$89/per phone line. You can gather as many colleagues as you would like to attend for the same low price of \$89.

Choose to register for all 6 classes at one time online and pay with a credit card for \$500.

OR mail your registration for the series and payment to CTAT, LLC and get 6 for the price of 5! All 6 webinars for \$445 when you pay by check.

2018—2019 Webinar Schedule

Tuesday, September 18	Managing a Multigenerational Workforce: Creating a Better Understanding of Ourselves and Each Other
Thursday, October 18	Drawing the Line: Professional Boundaries
Tuesday, November 6	Performance Management: What Gets Measured Gets Done
Thursday, December 6	Coaching: Raising the Bar to Achieve Maximum Team Effectiveness and Results
Tuesday, January 15	Supervisory Tools: Best Practices
Thursday, February 21	Planning and Prevention for Workplace Violence

All webinars are 1 hour:
Alaska (AKDT) 10 am—11 am
Pacific time zone 11 am—12 noon
Mountain time zone 12 noon—1 pm
Central time zone 1 pm—2 pm
Eastern time zone 2 pm—3 pm

TOPICS

Managing a Multigenerational Workforce: Creating a Better Understanding of Ourselves and Each Other Tuesday, September 18, 2018

Ever been frustrated managing your older or younger colleagues? We continue to deal with four generations worked side by side with a fifth generation right around the corner. Because each generation brings its own strengths and differences, we encounter new challenges working and living together.

Join our webinar discussion, which focuses on enhancing communication between various generations. By bridging generation gaps, participants are encouraged to honor one another and respect our differences. This in turn will create awareness, reduce stress, and promote productive relationships both professionally and personally.

Participants will learn and ultimately understand differences among the generations; generational preferences and communication; the implications for a supervisor; the preferences, communication, outlook, work ethic, view of authority, leadership styles, work environment needs, "turn-offs" and perspectives of all four generations; the connection between miscommunication among today's multigenerational workplace and productivity/employee engagement; and different perspectives that each generation brings to each other and in the workplace.

There will be fun active and experiential exercises included in this webinar to enhance learning.

Drawing the Line: Professional Boundaries Thursday, October 18, 2018

This unique customized webinar focuses on a deeper understanding of how to create and manage healthy boundaries in the workplace and how to lead this effort; how to support themselves and also those who report to them who need coaching when the "lines have been blurred;" and how to maintain their leadership and authority while setting appropriate and expected boundaries, building trusting relationships while still maintaining professionalism and detachment. Understand the difference between being a friend and being friendly, and learn the problems associated with over-disclosing of information. Ethical considerations, privacy and confidentiality will be examined as well as "where to draw the line."



Performance Management: What Gets Measured Gets Done Tuesday, November 6, 2018

Are you wondering how you can set expectations in a way that motivates people to achieve more? Would you like your performance evaluation process to be more effective, meaningful, and (best of all) productive? Do you sometimes avoid giving people the feedback that they need? Is your focus on putting out fires, rather than improving the day-to-day performance of your employees?

Leaders are here to help people grow and tie their performance into meeting necessary goals. Giving clear feedback on performance is one of the most challenging tasks a leader has to face. Learn to set clear expectations in a manner that motivates and encourages people. Find out how to hold people accountable without losing their respect! Keep them working for you! Implement ideas that increase the effectiveness of your current performance management system.



For more information and to register:

www.ctatllc.com

www.ctatllc.com/leadership-programs/booking

MORE TOPICS

Raising the Bar to Achieve Maximum Team Effectiveness and Results Thursday, December 6, 2018

Setting the context for exemplary team performance is an important role for a leader. In this webinar you will learn a process to proactively work with your teams to maximize their effectiveness and support achievement of results. A customized process will be explored that focuses on how to assess and improve team effectiveness, and developing and enhancing skills that facilitate team effectiveness and results. Topics include teaming, resolving conflict, and problem solving using tools that can be used immediately with your teams to achieve maximum team effectiveness and results. We will also discuss the importance of utilizing functional team operating agreements to improve individual and team communication, responsibility, and performance.

Supervisory Tools: Best Practices Tuesday, January 15, 2019

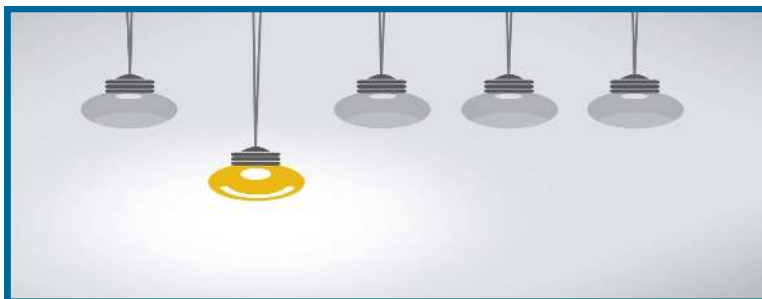
Building a high performing team does not happen by accident! Careful planning and hiring is crucial for team development. This webinar will explore components of change for leadership and team development, begin to examine personal strengths and challenges, and focus on behaviors to support change.

Focusing on naturally powerful talents helps people use them as the foundation of strengths and enjoy personal, academic, and career success. We will discuss the importance of IQ, Technical Skills, and EQ (Emotional Intelligence) and how to interview for EQ. This program is dedicated to guiding everyone on your team towards optimizing their talents and we will explore tools that can be easily implemented to do so. Move and motivate your team to become a high performance team using ideas and tools learned during this session. Case studies will examine the use of these ideas and tools.

Planning and Prevention for Workplace Violence Thursday, February 21, 2019

We see it in the news every day and wonder how we would have reacted to a violent event. Most incidents are over in less than 90 seconds. Over 2 million American workers are victims of workplace violence every year according to OSHA. So, instead of "I hope that never happens here", let's say "We are as prepared as we can be!"

This webinar focuses on the office/work setting and internal and external threats. We will examine how to prepare for, identify, plan and respond to a threat and/or violence based on research findings. Case studies and real life "stories" will be provided to reinforce key points. Participants will leave with tools to increase the safety of staff and customers in a potentially volatile environment.



CTAT's mission: To change lives and transform organizations through education and consultation

SUPERVISOR AND MANAGEMENT WEBINAR SERIES REGISTRATION FORM

One registration covers a phone line. Invite your co-workers, save money and learn and plan together!

Register me:	Date	Topic
	Tuesday, September 18	Managing a Multigenerational Workforce: Creating a Better Understanding of Ourselves and Each Other
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	Thursday, February 21	Planning and Prevention for Workplace Violence
	TOTAL Payment—see below for details	

Contact Person Name: _____

Organization Name: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: (____) _____ Email: _____

We will want certificates of attendance for CEU purposes.

PAYMENT OPTIONS

Register for the Series:

Pay by check—Register for all six and get one free - \$445

Register & pay online with credit card for all six - \$500.

Individual Registration:

Pay by check— \$89

Register & pay online— \$89

Make check payable to: CTAT, LLC

Mail registration form and check to: CTAT, LLC

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