

# Fundamentals of Supervision



The Fundamentals of Supervision (the FUS) is a newly defined cohort specifically designed for aspiring, and recently appointed individuals elevated to supervisory positions at MC. In addition to examining the essential skills and knowledge required of supervisors, the FUS seeks to guide MC employees through the complex landscape of modern supervision, where change, tradition and innovation are in always in play.

The FUS cohort imparts knowledge of and experience with core skills cited as critical in first-line supervisory jobs at MC. The FUS is structured on the tri-pronged management approach used at Montgomery College: managing yourself, managing others, and navigating the system.

Please note, that announcements will be made on virtual and in-class delivery modes of the training.

Admission to the cohort requires supervisory approval and is open to all MC employees—faculty, staff, and administrators. Starting February 1, 2023, the cohort meets for a series of mainly back-to-back, half-day classes. The final class is for Project Presentations and a graduation ceremony.

Application deadline is **January 24, 2023**.

## Fundamentals of Supervision - 2023

Date	Class
February 1 (full day)	Orientation to Leadership and Management
February 22 (half day)	Making the shift to Supervisor: Introducing ACL Model
February 23 (half day)	Debrief**
March 8 (half day)	Managing Tasks, Tools and Relationships
March 9 (half day)	Debrief**
March 22 (full day)	Coaching at Work
April 12 (half day)	What's Your Communication Style?
April 26 (half day)	Trust, Feedback and Performance
May 25 (half day)	Defining the Work, Delegating and Decision Making
May 26 (half day)	Debrief**
May 30	Getting Things Done MC Style or Optional/Open to all of MC
June 9	<b>Make-up day for cancelled class</b>
June 21	<b>Project Presentations - Graduation</b>

**\*\* Debrief sessions are optional – attendance is NOT mandatory**

**For more information**, contact Richard Forrest, Training and Development Coordinator. Use MC LEARNS to apply and register. Class days vary so please check calendars carefully. Full-day class time is 8:45 a.m. – 4:15 p.m.

Please register in MC Learns to obtain an application.