

REALIZE THE **GROWTH POTENTIAL** OF
NEW OR EXISTING SUPERVISORS...

SPOT-ON SUPERVISING FOR WOMEN

Moving your supervisors in the right direction.

Supervising staff is a critical part of any company. Customers will base their decisions to conduct business with your company or not based on their experiences. Those experiences are shaped by employees, and employees are shaped by those who supervise them. Additionally, influences on supervision (such as newness to the position, culture, and gender) can have positive/negative effects on an individual's ability to supervise.

Shape your team/department by utilizing spot-on supervising which is consistent, effective, and action-oriented. In this 2-day hands-on workshop, participants will not only learn the technical aspects of spot-on supervising, but participants will learn how and why people skills are the #1 element which will propel any individual into a dynamic, thriving career in supervision.

Areas Covered Include...

- The Newbie Supervisor
- Leadership vs. Management
- Effective Communication
- Control while Empowering
- Keys to Motivation
- Impactful Decision Making/Problem Solving
- Influence of culture and gender

Date:
April 26, 2012

Time:
9 a.m. to 4 p.m.

Location:
1401 Cleveland Street
Mt Vernon, WA

Cost:
\$198 per person

Presenters:
Kay Knott
Jack McCallum

Develop Your Skill Set..

Supervising 101 for Women

Registration Form

Please complete one form per person

Name: _____
Employer: _____
Address: _____
Email: _____
Phone: _____

Signature: _____ Method of Payment: _____
Date: _____ Check PO# _____
Total Paid: _____

Location: 1401 Cleveland Street—Mt. Vernon, Wash. | Date: April 26, 2012
Time: 9 a.m. to 4 p.m.
Registration Deadline: Tuesday, April 24, 2012
Registration Cost: \$198 per person



HR BALANCE LLC

WWW.HRBALANCE.COM | 360.734.5913

Please complete a registration form per individual.
**PO accepted.

Mail registration to:
HR Balance LLC PO Box 28442—Bellingham, WA 98228-0442
or fax to 360.734.5913

Cancellation Policy:

Substitute registrants are welcome and may be named at any time. If you cancel six or more business days prior to the seminar, you will receive a full refund, less a \$20.00 service charge per attendee (\$30.00 for Canadian registrations). If you cancel within five business days, you are not entitled to a cash refund. Please note that if you do not cancel and do not attend, you are still responsible for payment.

WORKSHOP PRESENTERS



Kay Knott

Kay is an enrolled member of the Upper Skagit Tribe. Her family also comes from the Swinomish, Snoqualmie and Yakima Tribes.

She is a graduate from Western Washington University. Kay has served as Executive Director for the Cascade Inter-Tribal Housing Authority, Big Brothers Big Sisters of Skagit County, and Youthnet. A previous member of the Skagit County Indian Child Welfare advisory committee for over 10 years, Kay has become a tireless advocate for enculturation and Native sustainability.

In her spare time, she spends time with her grandchildren and is learning her Native language: Lushootseed.



Jack McCallum

Jack McCallum is the President/Principal Consultant for HR Balance LLC—a consulting company specializing in human resources management, organizational development, leadership coaching, and training/development. She started HR Balance LLC in 2003 after years of serving in a leadership capacity for a variety of for-profit and non-profit organizations. A keynote speaker and presenter, Jack has served as an industry expert for radio and print media.

When not consulting, she provides educational opportunities through seminars and workshops, while serving as adjunct faculty for several colleges and universities—where she teaches human resources management, leadership, and general management classes.

Currently, Jack is in the process of completing a Ph.D. in Leadership and Organizational Change. She is writing on her first book—"How to Work with Incompetents, Assholes, and Incompetent Assholes."



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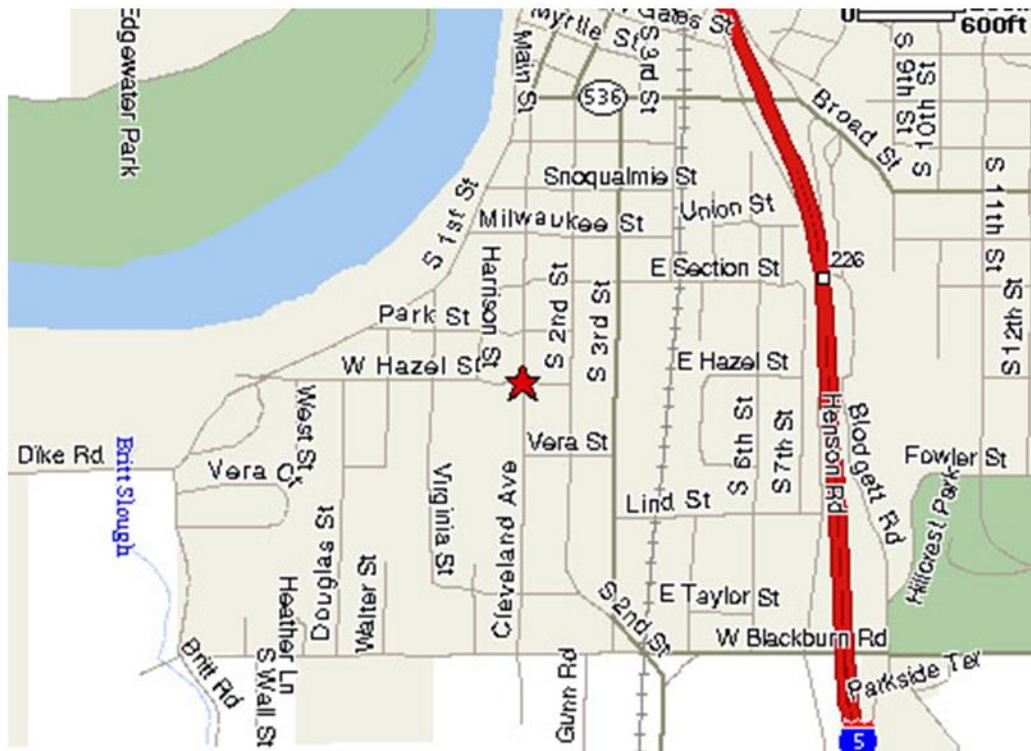
Integrating People and Performance



DIRECTIONS

From North or South Interstate 5:

- Take the Kincaid Street Exit in Mount Vernon.
- Travel West on Kincaid. Turn left on 1st street about 5 blocks.
- Travel South on 1st Street. US Post Office will be on the right.
- Travel 2 more blocks south. 1st Street changes name to Cleveland Street.
- Senior Center is on the corner of Cleveland Street and Hazel.



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