

Supervisor Essentials



Moving Forward in a Slow Moving Economy

FAQs

What does my registration fee cover?

Your registration fee is inclusive as follow:

Breakfast

Workshop Materials

Professional Development Training

VSU Continuing Education Credits

Networking opportunities with leaders from various industries

Lunch

What time does the Supervisor Essentials Workshop begin?

Supervisor Essentials Workshops begins promptly at 8:00 a.m. Registration and Breakfast starts at 7:30 a.m.

Where is the Supervisors Essentials Workshop hosted?

The Supervisor Essential Workshop is hosted in the Lowndes room at the Georgia Department of Labor Career Center. The Georgia Department of Labor Career center is located at 221 S. Ashley Street, Valdosta, Ga 229-333-5211

Who is eligible to attend?

Supervisor Essentials Workshop further develops the leadership in the Valdosta-Lowndes County Workforce. This workshop benefits:

- Long time supervisors who either want to upgrade their skills or are in need of a refresher
- Recently hired supervisors who need immediate help, employees who want this training for possible promotion to a supervisory position
- Administrative assistants (and others) who must function at times as a supervisor to accomplish their work or those who simply desire to obtain additional professional development training (i.e. college students).

How much does this workshop cost?

\$25 all-inclusive for Chamber Members

\$45 all inclusive Non Members

How long does the Supervisor Essentials Workshop last?

The workshop is exactly four hours, beginning at 8:00 a.m. and concluding promptly at noon. There are breaks between each session of the workshop for restroom use, etc.

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Can I use electronic devices at this workshop?

All mobile phone devices are required to be on silent mode or off. It is important to note that each participant has paid to attend this training and therefore we strongly discourage interruptions of any kind. You can use electronic devices such as laptops, electronic writing pads (i.e. I-Pad) to document notes during the workshop. No audio recording, video recording nor cameras, please.

Do you have a cancellation policy?

Cancellations received up to three working days before the workshop are refundable, minus a \$10 registration service charge. There after, cancellations are subject to the entire workshop fee, which you may apply toward a future workshop. Please note that if you do not cancel and do not attend, you are still responsible for payment. Substitutions may be made at any time.

Are there parking fees at the facility?

The Georgia Department of Labor Valdosta Career Center provides a convenient location, courteous staff and FREE parking.