

HSF is thrilled to announce our NEW Supervisory Skills Certificate Series. This spring we are transforming this program with new topics and more presenters! These interactive and unique trainings will provide new supervisors with a variety of skills and knowledge that they can apply to their positions.



#1 - Introduction to Innovation Summary

Thursday, March 7, 2019

9:00 a.m. – 3:30 p.m.

Presenter: Paul Silva

Location: Delaney House, Holyoke

Organizations that innovate will create the largest impact in the world, attract the best people who will love their jobs, and secure the most funding. In this workshop you'll be introduced to the state-of-the-art systems for innovation used by Silicon Valley, the National Science Foundation, National Institutes for Health, the effective altruism movement, and many others.

#3 - Employment Law 101

Thursday, April 4, 2019

9:00 a.m. – 3:30 p.m.

Presenter: Attorneys Marylou Fabbo and Amelia J. Holstrom, Skoler, Abbott & Presser, PC

Location: Delaney House, Holyoke

Many supervisors do not understand how their decisions about employee issues can create liability, not only for the agency but also for themselves personally. This program will give supervisors basic information about employment law; plus skills and strategies for managing agency staff that can help to avoid employment litigation.

#5 – Nonprofit Finance and Risk Management

Thursday, May 2, 2019

9:00 a.m. – 3:30 p.m.

Presenter: Steve Erickson
Whittlesey Advising

Location: Delaney House, Holyoke



This workshop provides a foundation for understanding the basic components of nonprofit finance. Learn the tools needed to understand the financial components of your job and clearly and confidently communicate financial information to others in the workplace.

#2 - Management Fundamentals

Thursday, March 21, 2019

9:00 a.m. – 3:30 p.m.

Presenter: Diana Brooks
Diana Brooks Associates

Location: Delaney House, Holyoke



This workshop puts management into context for those relatively new to the position or experienced but untrained in the role. Explore the role of management and how strong management skills/behavior can create an environment in which employees reach their potential and maximize their contributions to the organization.

#4 – Performance Feedback & Management

Thursday, April 18, 2019

9:00 a.m. – 3:30 p.m.

Presenter: Diana Brooks
Diana Brooks Associates

Location: Delaney House, Holyoke

This workshop builds awareness and skills of the impact managers have on the performance of their employees, examines management actions that can develop/enhance or impair/impede employee performance. Areas covered are employee feedback, coaching, goal setting, follow-up and review.

**Thank you to our Spring
Supervisory Series
Underwriter:**



School of Social Work

Register online at www.humanserviceforum.org

Human Service Forum Supervisory Series

REGISTRATION FORM

Please send a separate registration form for each individual.



Location: **March 7, 21; April 4, 18; May 2 – Delaney House, Holyoke**
Fees: All five workshops ~ HSF Members - \$450; Not Yet Members - \$900
(Includes morning coffee and lunch)

Participants must attend **all five workshops to receive their certificate. There are NO MAKE-UPS for this series at this time. Attendees must do your best to attend all five sessions.

Name: _____
Agency: _____ Phone: _____
Email address: _____

Person completing form if other than registrant: _____

Human Service Forum Members -- \$450 Not Yet Members -- \$900

****PENDING APPROVAL** Social Work CEU's through Elms College - \$15 per workshop (HSF is happy to provide documentation to support your individual applications for LMHC, HRCI Recertification Credit or other CE units.)

Total enclosed: (payable to the Human Service Forum) \$ _____

Human Service Forum

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“Not Yet Members” Call Rebecca at 413-693-0214 to learn about benefits of joining HSF.

➔ There will be no refunds for this program. Unpaid registrants who do not attend will be billed. Substitutions are always welcome.

➔ If accommodations are needed please email Lisa at lizzo@humanserviceforum.org. A minimum of two weeks' notice is requested.