

HSF is thrilled to announce our UPDATED 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 and Collaboration**  
Thursday, March 7, 2019  
9:00 a.m. – 3:30 p.m.  
Presenter: Paul Silva

Organizations that innovate create the largest impact in the world, attract the best people, 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, National Science Foundation, National Institutes for Health, the effective altruism movement, and many others.

**#2 - Management Fundamentals**  
Thursday, March 21, 2019  
9:00 a.m. – 3:30 p.m.  
Presenter: Diana Brooks  
Diana Brooks Associates



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.

**#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



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.

**#4 – Performance Feedback & Management**  
Thursday, April 18, 2019  
9:00 a.m. – 3:30 p.m.  
Presenter: Diana Brooks  
Diana Brooks Associates

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.

**#5 – Nonprofit Finance, Risk Management, and Benefit Strategy**  
Thursday, May 2, 2019  
9:00 a.m. – 3:30 p.m.  
Presenters: Whittlesey Advising  
Insurance Center of New England

This workshop provides a foundation for understanding the basic components of nonprofit finance. New supervisors will learn a basic understanding of accounting and budgeting process. Explore the importance of assessing and managing different types of risks that impact supervisors and their organizations. Gain insights on how to mitigate and reduce risks in programs to ensure an effective and efficient delivery of services to clients.

*Thank you to our Spring Supervisory Series Underwriter:*



Register online at [www.humanserviceforum.org](http://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      
 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

100 Whiting Farms Road, Suite 3  
Holyoke, MA 01040  
Phone: 413-693-0205

**“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 [lrizzo@humanserviceforum.org](mailto:lrizzo@humanserviceforum.org). A minimum of two weeks’ notice is requested.