



HR and Leadership Essentials for Supervisors

Available In:

- ☒ English
- ☐ Spanish – material only upon request
- ☒ Videoconferencing

The HR and Leadership Essentials training provides supervisors and managers with effective leadership tools to motivate, achieve goals and encourage professional development. The training also includes guidance on handling employee pay practices, understanding timekeeping rules, and providing reasonable accommodations when needed for the entire workforce. Excelling as a leader goes beyond technical skills; it also requires self-awareness, strong communication skills, and the ability to inspire, influence, and empower others.

What trainees will learn:

- Discover and develop your personal leadership style for success
- How your essential contributions enhance your team's performance
- Tools to motivate others to reach their full potential and become empowered
- How to conduct effective performance appraisals, give constructive feedback for success
- Understand key practices for employee pay, job classifications, and timekeeping rules
- How Reasonable Accommodations are essential for creating an inclusive work environment
- Employer's co-employment relationship with temporary agencies managing temporary, seasonal workers

How this training will benefit your company and employees:

- Foster strong leadership by encouraging and inspiring those in leadership roles
- Develop innovative and empowered teams to drive organizational success
- Prevent employee turnover with effective leaders
- Prevent legal risks and incorporate best practices to stay safe

Who Should Attend?

- Supervisors
- Managers
- Human Resources Professionals

Class Duration: 8 Hours



MARY PEREZ, WORKFORCE DEVELOPMENT TRAINER - SBCCD

Mary's 25-year career in Human Resources includes a variety of industries – U.S. and global ecommerce, logistics, fulfillment operations, NASA space exploration, healthcare, government and entertainment. With her former positions as Director of Human Resources and a University of La Verne graduate, she has transitioned her knowledge to fulfilling roles at San Bernardino Community College District and Chaffey College Intech Center. She provides clients with HR and compliance training that can be applied to their organization, in addition to training and development for their employees' success!