



THE SUPERVISOR COURSE

for 2017 -2018

**A COMPREHENSIVE,
ONE-YEAR PROGRAM
TO DEVELOP HIGH-
CALIBER SUPERVISORS**

WHEN

One day each month from
July 2017 to June 2018

WHERE

MESO Training Center
308 NE 27th Street
Oklahoma City, OK

[Click here](#) to register online

Or visit www.meso.org

This program is
approved for CLEET
credit.

COMMENTS FROM PREVIOUS CLASSES:

“This class has reassured me of the things I’ve been doing right as a supervisor and helped me understand what I need to improve.”

“As a new supervisor, it has helped me deal with my crew in a positive way.”

“It has shown me how to understand and respond to situations, both at work and home.”

“I’ve learned a lot about interacting with people in general, not just the people who work with me.”

“I have a better understanding of who I am and the changes I need to make to achieve my goals.”

“I’ve learned to set ground rules. Everyone on the crew understands my expectations and I understand theirs.”

“My crew has benefited because I have become a better communicator. I’ve also been able to let go of some things that I thought only I could do and learned to delegate them.”

About MESO

The Municipal Electric Systems of Oklahoma (MESO) is the state association of municipally owned electric utilities providing electric service to more than 400,000 residents in 63 communities across Oklahoma.

MESO serves members by facilitating mutual aid efforts; advancing education and advocacy; and, delivering training and development programs. Members also have the benefit of an affiliated alcohol and drug testing service.

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Or visit www.meso.org

REGISTRATION DEADLINE IS JUNE 23, 2017

WHAT:

The Supervisor Training Course – a one-year comprehensive course to make current supervisors better, to introduce new supervisors to their role, or to prepare potential supervisors for their future.

WHEN:

One day per month from July 2017 to June 2018

WHERE:

MESO Training Center
308 NE 27th Street
Oklahoma City, OK

COST:

\$1,200 per person
(payable quarterly in \$300 increments)



Q & A ABOUT THE SUPERVISOR COURSE:

Q. What will I need to do to be successful?

- A. Students achieve success when they:
- participate in monthly, one-day classroom sessions
 - complete reading assignments from the books provided
 - come to class with completed assignments – which include written assignments such as journal entries.

Q. What types of things will be covered in the course?

A. The course consists of three main areas – Character & Ethics, Personal Strengths, and Skill Process for Improved Supervisor and Worker Performance.

Q. What is the cost for the class?

A. The cost is \$1200 per person which includes 12 classroom days, materials, all books and additional required reading materials, and a recognition plaque upon successfully completing the course. The annual cost may be paid quarterly in \$300 increments.

Q. Where are the sessions held?

A. All sessions will be held at the MESO Training Center in Oklahoma City. The address is 308 NE 27th Street.

Q. What are the times and dates for the training sessions?

A. Classes will begin at 9 a.m. with lunch on your own. The training dates are:

July 11, 2017	January 9, 2018
August 8, 2017	February 13, 2018
September 19, 2017	March 13, 2018
October 10, 2017	April 10, 2018
November 14, 2017	May 8, 2018
December 12, 2017	June 12, 2018

Any additional questions about The Supervisor Course for 2017-2018 can be directed to **Tom Rider** at 405-528-7564 or tom@meso.org.

TOPICS TO BE COVERED:

- Introduction to Supervision
- Character
- Ethics
- Personality & Communication Skills
- Personal Strengths and Emotional Intelligence
- Getting People to Take Action
- Developing a Change Mentality
- High Impact Morale & Motivation
- Personal Accountability
- Negotiating for Success
- Delegating for Personal Development
- Evaluation – Have you prepared your people for success?

[Click here to register online](#)

Or

[Visit www.meso.org](http://www.meso.org)

REGISTRATION
DEADLINE IS
JUNE 23, 2017



Registration Form
**The Supervisor Course
for 2017—2018**

MESO Training Center
Oklahoma City, Oklahoma

Registrant Information:

First Name: _____ Last Name: _____

Title: _____ Email: _____

Billing / Contact Information:

Company: _____

Name: _____

Address: _____

City/State/ZIP Code: _____

Phone: _____

Email: _____

Fax: _____

REGISTER ONLINE AT WWW.MESO.ORG

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[Click here to register online](#)

Or visit
WWW.MESO.ORG

Deadline is
June 23, 2017

Fax: 405-524-5095

Email:
deborah@meso.org

Mail to:
MESO
308 N.E. 27th Street
Oklahoma City, OK
73105-2717

Please direct billing or
registration questions to
Deborah Miner-Gonzales
at 405-528-7564 x 1 or
deborah@meso.org