

**Transitioning from Worker  
to Supervisor**

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**TRAINING SITE:**

OU / DHS Training Center  
617 W. Rock Creek Road  
Norman, OK 73069

**TRAINING GROUP:**

This workshop is open to enrollment for CWS IIs and CWS IIIs who have been approved by their administrators to attend and is limited to 30 participants. Participants must have completed all Level 1 and Level 2 mandatory training prior to enrollment in this workshop.

**COURSE DESCRIPTION:**

Most supervisors are promoted from within the agency. The assumption of agency managers is that if the individual was a good worker, she/he will be an effective supervisor. The reality of their situation becomes readily apparent and the previously competent and confident worker feels inadequate, confused and overwhelmed. This workshop examines the common experiences/issues of new supervisors as well as the critical first steps in taking over a group. Additionally, this workshop will build the knowledge and skills supervisors need to be an effective leader.

**WORKSHOP HOURS:**

Registration at 9:30 a.m.

**Day 1:** 10:00 a.m. to 5:00 p.m.

Participants are reminded that anyone missing more than 30 minutes of a workshop may not receive full credit for the workshop.

**CANCELLATION:**

***PLEASE DON'T BE A NO-SHOW.*** If you find you cannot attend after you have registered, please e-mail [CW.CPMtraining@ou.edu](mailto:CW.CPMtraining@ou.edu) to notify the training section that you will be unable to attend. If you have a hotel reservation, you are responsible for cancelling it yourself or you may be responsible for the room cost.

**LODGING ACCOMMODATIONS:**

Lodging is available at the Sooner Legends Inn & Suites, 1200 24th Avenue SW, Norman, OK 73072. Please e-mail [CW.CPMtraining@ou.edu](mailto:CW.CPMtraining@ou.edu) if you need lodging accommodation and a confirmation number will be assigned to you a week prior to the training date. If you cannot attend training, e-mail [CW.CPMtraining@ou.edu](mailto:CW.CPMtraining@ou.edu) and call Sooner Legends Hotel @ **405-701-8100**. Rooms must be cancelled at least 24 hours before your reservation date or you may be responsible for the room cost.

**► For individuals traveling in excess of 130 miles one way (map miles), lodging is available the night before.**

Visit our website: <http://www.ou.edu/cwtraining>

**\*OKDHS DRESS CODE IS ENFORCED DURING TRAINING\***