



MUNICIPAL ELECTRIC SYSTEMS OF OKLAHOMA

The Supervisor Course for 2018 – 2019

*A comprehensive, one-year program to develop
high-caliber supervisors*

When

One day a month from
July 2018 to June 2019

Where

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

Register online at www.meso.org

This program is approved for CLEET credit.

Comments from previous classes:

“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.”

“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.”

“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.”

MESO

308 NE 27th Street
Oklahoma City, OK 73105
405-528-7564
405-524-5095 (fax)
www.meso.org

About The Supervisor Course

- Students achieve success when they:
 - participate in monthly, one-day classroom sessions;
 - complete reading assignments from the books provided; and
 - come to class with assignments – which include written assignments such as journal entries.
- The course consists of three main areas – Character & Ethics, Personal Strengths, and Skill Process for Improved Supervisor and Worker Performance.
- 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.
- All sessions will be held at the MESO Training Center in Oklahoma City. The address is 308 NE 27th Street.
- Classes will begin at 9 a.m. with lunch on your own. The training dates are:

July 17, 2018	January 8, 2019
August 14, 2018	February 12, 2019
September 18, 2018	March 12, 2019
October 9, 2018	April 9, 2019
November 6, 2018	May 7, 2019
December 11, 2018	June 4, 2019
- The cost is \$1,200 per person and includes all class materials and books.

Topics to be covered

- Introduction to Supervision
- Character
- Ethics
- Personality & Communication Skills
- Individual Strengths & Gifts
- Getting People to Take Action
- Developing a Change Mentality
- High Impact Morale & Motivation
- Personal Accountability
- Negotiation Basics
- Delegating for Personal Development
- Have you prepared your people for success?

Questions about The Supervisor Course for 2018-2019 can be directed to **Tom Rider** at 405-528-7564 or tom@meso.org. Please direct billing or registration questions to **Deborah Gonzales** at 405-528-7564 x 1 or deborah@meso.org.

[Click here to register online](#)

or visit www.meso.org

Registration Deadline is July 10, 2018