



BASIC SUPERVISION

As a supervisor, you have many roles: boss, mentor, motivator, team leader, and many more! This one-day seminar introduces new supervisors to basic skills you need to be successful in your job. It also is a refresher for current supervisors to gain new ideas to grow in your supervisory role and improve results with your team.

SEMINAR TOPICS INCLUDE THE FOLLOWING:

- Strengthening your Communication Skills
- Building your Team
- Motivating and Praising
- Delivering Criticism and Giving Feedback
- Delegating
- Mentoring and Coaching
- Supervising and Participating in Work Teams
- Developing Effective Communication Skills
- Understanding your Personality Type

The seminar employs a balance of content and process and a blended approach to learning. This involves experience-based learning, brief lecture, and small and large group conversations. Methodologies are highly interactive and address different learning styles. Group process exercises and presentations are offered to maximize individual and group learning.

DATE:

8:30 a.m.–4:00 p.m.

Wednesday, February 25, 2026

LOCATION:

Santa Fe Woman's Club

1616 Old Pecos Trail, Santa Fe, NM

COST: \$199**SEMINAR INSTRUCTOR:**

David Markwardt owns David Markwardt Consulting, LLC and is the facilitator for many programs in Santa Fe, including The Executive Leadership Institute, The Essentials for Supervisors Program, The Public Servant Emerging Leaders Program, and Santa Fe Chamber of Commerce's Leadership Santa Fe.

For more information and to register, contact:

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Customized supervisor, leadership, and team building and other professional trainings are available upon request.