

Free Safety Training

Warren County Self-Insurance is offering the following courses to Self-Insurance Plan participants. Please complete the bottom of the page to enroll.

Basic Supervisory Skills

This NEW program was designed for employees that supervise other employees. Employees will get a comprehensive training on items that are important to be an effective leader. This 1/2 day class will include the following topics:

- Duties and responsibilities of a supervisor
- Transitioning to a supervisory role
- Leadership qualities
- Discipline / Employee Recognition
- Accountability
- Documentation
- What to do when an employee is injured on the job

Trainer: Will Valenza, Needham Risk Management Resources

March 24, 2016 **8:30am-12:30pm**

Located at: **Warren County Human Services Building,
1340 State Route 9, Lake George, 3rd Floor Classroom AB**

Cost: Free **Safety Certificate credit: one half elective course**

FAX this page to 761-6249 or EMAIL to bentleyd@warrencountyny.gov

Municipality Name: _____

Municipal Contact Person Name: _____

Municipal Contact Person Phone: _____ Fax: _____

Municipal Contact Person email: _____

Attendee Name _____

Attendee Name _____

Attendee Name _____

Note: in the event of inclement weather, if the Queensbury School is closed, this program will be rescheduled.