



## Peer to Manager – A Successful Transition

with Michelle Hallock

Tuesday, March 31, 2020

9:00 am – 12:00 pm

Fee \$70, includes light refreshments

**REGISTER ONLINE** at [www.hsctc.org/workshops](http://www.hsctc.org/workshops)

**Borg Warner Conference Room, Tompkins County Public Library,  
E. Green St. at S. Cayuga St., Ithaca ([driving and access directions below](#))  
Presented by the Human Services Coalition  
Co-sponsored by the Tompkins County Public Library**

This is a workshop for all new managers or supervisors or those who aspire to be promoted to a supervisory position.

It is normal to feel some hesitation about all the new skills required to become a supervisor. Whether you have already accepted that promotion or you are thinking about taking that next step in your career, this workshop will help you:

- Transition from managing just yourself to managing others
- Break down the basic skills needed to supervise others
- Understand various behavior styles to better communicate with others
- Learn how to take cues from other supervisors to help improve your skills
- Learn active listening skills and practice them in a workshop setting
- Walk away with an assessment to use with your manager to help you develop an action plan for success

Past participants in this workshop have left feeling ready to face new challenges and move forward with confidence in their new (and future) supervisory roles.

### **About the Presenter**

**Michelle Hallock** has been developing and facilitating training with Tompkins Financial Corporation in Ithaca for six years. Her areas of expertise are in banking, customer service and leadership development.

Prior to moving to the Central New York area, Michelle lived and worked in the Metro NYC area where she had broad exposure in retail, marketing and training fields with major department stores and vendors. Coaching and personal development are passions of hers - "each one, teach one."

### **Registration and Payment**

**Register online** at [www.hsctc.org/workshops](http://www.hsctc.org/workshops). If you are unable to register and pay online please call 607-273-8686 or email [registration@hsctc.org](mailto:registration@hsctc.org).

### **Cancellation Policy**

**All registration sales are final - we are unable to refund or transfer fees onto a different workshop for missed sessions.** At times a workshop may be cancelled due to inclement weather or other issues. If this occurs, we will post the cancellation on our website: [www.hsctc.org/workshops](http://www.hsctc.org/workshops), email all registered participants, and refund any prepaid fees. If you plan to walk-in, please check our website for the most up-to-date information prior to attending.

## **Scholarships**

Limited scholarships are available to agencies whose non-profit board and staff members cannot attend without one. To request a scholarship, email: [registration@hsctc.org](mailto:registration@hsctc.org) in advance of the workshop.

## **Snacks**

Coffee, other drinks, and snacks are provided at all workshops; lunch is not provided. Attendees at sessions in the Borg Warner Room may leave and eat lunch on the beautiful Ithaca Commons.

## **Special Needs**

Please notify us if you have any special needs; the Coalition wishes to make its workshops accessible to everyone.

**For the comfort of everyone, HSC workshops are fragrance free. We appreciate your cooperation.**

## **Driving and access**

The Library is located in downtown Ithaca on the corner of East Green and South Cayuga Streets.

## **Directions for accessing the Library**

The Library does not open its Main door until 9:30 am, please go to the northeast corner of the building opposite the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

## **Driving Directions**

**From North or South on Rt. 13 or 34:** Proceed to Green Street in downtown Ithaca. Turn East (toward Cornell and downtown) on Green Street. Proceed approximately six blocks to Cayuga St, take a right turn and proceed as below.

**From South on Rt. 96b:** Proceed down hill on Aurora Street to East Clinton Street.

Turn left and proceed to Cayuga Street. Turn right on Cayuga Street and proceed as below.

**From East on Rt. 79 or 366:** Proceed to downtown on State St hill and veer right onto Seneca St at the bottom of the hill. Stay in the left lane of Seneca St until you come to Cayuga St. Turn left on Cayuga St and proceed as below.

**From West on Rt. 79, 96 or 89:** Proceed east to Fulton St. Turn right on Fulton St and stay in the left lane. Turn left on Green St and proceed about seven blocks to Cayuga Street. Turn right and proceed as below.

**From all directions:** Park in the Cayuga St. parking garage behind the Library and across from the Hotel Ithaca, or in the Green St. garage (entrance is past the "Pay and Display" and after the Cinemapolis sign on the left) diagonally across from the Library. Please note that "Pay and Display" parking is an option but the cost is twice that of the Green St. or Cayuga St. garages. The Library does not open the main door until 9:30 am, so go to the northeast corner of the Library building next to the TCAT Green Street Station, turn right and enter at the door on the right under the green canopy. The Borg Warner room is immediately on your right.

## **Accessible Parking**

We recommend parking on the first floor (it's actually the second floor of the structure) of the Green Street parking garage near the lime green wall labeled "Green Street." There is an elevator that will take you down to the ground floor which outlets at the crosswalk on Green Street. Cross the street, turn right and it's a short distance to the northeast corner of the library, next TCAT's Green Street Station. Enter at the door under the green canopy. The Borg Warner room is immediately on your right. If the accessible parking spots are taken near the elevator you can also go one floor up and there are more spaces next to the elevator on the roof.

**The Coalition is a United Way agency.**