

S.O. -WHAT'S IT ALL ABOUT?

A PROGRAM FOR ADMINISTRATORS PREPARING FOR ENTRY INTO THE ROLE OF SUPERVISORY OFFICER

REWARDS * **R**ELATIONSHIPS * **R**EQUIREMENTS * **R**ELECTION

Sunday, November 20 (starts 2:00 p.m.) and Monday, November 21, 2011 (adjourns 3:00 p.m.)
Queen's Landing, Niagara-on-the-Lake

Sunday, November 20th

Throughout the workshop, there will be an opportunity for participants to engage in self assessment of their leadership potential, to compare their strengths to the requirements of the S.O. role, to reflect upon the degree of congruence that exists, and to fashion a personal/professional career development plan. Candidates will be introduced to this aspect of the workshop as part of the opening session.

The Rewards of Leadership - Frank Kelly, Executive Director, O.P.S.O.A., will introduce a panel who will share their perspective on the **Roles and Relationships** associated with the daily responsibilities of the supervisory officer position.

Monday, November 21st

Requirements/Responsibilities/Remuneration/Renewal

- Preparing for the S.O. Role
- The Interview
- Developing a Portfolio
- Mentoring
- Obtaining Credentials - S.O.Q.P.
- Setting Realistic Goals/Timelines
- How to Establish Priorities - Entry Plans
- Ensuring Wellness
- Role of O.P.S.O.A. re Contracts, P.D.
- **Reflection/Relaxation**
- A Time for Networking, Casual Discussion, Personal Reflection, Relaxation
- **Review/Response**
- Is the S.O. role an appropriate one for you?
- Developing a Career Plan

CONFERENCE FEE:

\$525.00 (includes H.S.T.) {HST #RT133169946} *Please Make Cheque Payable to "OPSOA"*

Conference Fee Includes:

Single Accommodation at Queen's Landing for Sunday night, Dinner Sunday night, Breakfast and Lunch on Monday, two Coffee Breaks, Parking and Conference Materials

Registration is limited to 30. Please register as soon as possible!

ON-LINE REGISTRATION COMING SOON – Watch: www.OPSOA.org