



2019: 1.23 – Yakima / 1.29 Wenatchee / 2.21 Tri-Cities

Agenda – Crew Leaders/Leadership Training (Spanish)

Start Time	End Time	Trainer	Description
8:00 am	8:15 am	All team	Introduction: Jeff McLean, David Guzman, Luis Guitron and Samantha Mendoza will introduce themselves to the attendees. <ul style="list-style-type: none"> • Who we are? • What we do? • The importance of this training.
8:15 am	9:00 am	Jeff McLean	Supervisor Self Evaluation: Presentation, Individual Exercise and Discussion
9:00 am	10:00 am	David Guzman	Understanding job functions and the importance of the job description. Role playing exercises and discussion.
10:00 am	10:10 am	-----	BREAK
10:10 am	11:00 am	Samantha Mendoza	Worker Motivation:
11:00 am	12:00 pm	Luis Guitron	Discipline/Termination; Hostile Work Environment; and Sexual Harassment: Role playing and skits utilized to show examples.
12:00pm	12:30 pm	David Guzman	Dealing with Visitors: Discuss proper procedures to follow when non-employees want to enter the workplace. Role playing and skits used to illustrate best practices.
12:30 pm	1:30 pm	-----	LUNCH
1:30 pm	2:00 pm	All Team	Questions, Contest & Group Activities
2:00 pm	2:50 pm	Jeff McLean	Training and Development, Supervisors Responsibilities: This is the heart of Supervisor Training. Coordinates information from the previous sessions, culminating in a discussion of best management practices to employ in creating a workplace culture that fosters success for the employer and workers.
2:50 pm	3:00pm	-----	BREAK
3:00 pm	4:00 pm	Luis Guitron & David Guzman	Common Sense Practices for Supervisors: Discusses situational awareness and application of principles discussed throughout the day in terms of real world experience.
4:00 pm	4:30 pm	All team	Closing Event: wafla Supervisor’s Leadership Guide