



## **The Role Of A Supervisor Workshop (For First Time Supervisors)**

**GOAL:** The goal of this workshop is to provide first-time supervisors with proven supervisory techniques. It will enable supervisors to better plan, organize, communicate and monitor effectively in every situation and increase their self-esteem and confidence in a supervisory role. (Workshop can be offered as 2 one-half day or 1 full day format)

### **BENEFITS OF SUPERVISORY TRAINING:**

- Increase job satisfaction and work output through coaching
- Managing a diverse workforce
- Create a motivating work environment
- Increase team spirit, cooperation, and job satisfaction
- Improve morale
- Learn techniques to help you cope with difficult employees

**HOW THE PROGRAM WORKS:** Through instruction, program trainers teach participants the skills and attitudes necessary to “bounce back” from adversity, whether it be a personal life crisis, work/life issues, or a national disaster such as a hurricane, ice storm, or a terrorist attack.

### **PROGRAM OUTLINE:**

- Understand the management skills needed to succeed in a rapidly changing environment
- Learn to plan, organize, communicate and monitor
- Apply the most appropriate supervisory style to each individual and situation
- Understand your legal responsibilities (this could be a whole day – would separate this out. Too much to cover in one day)
- Learn management skills to help you give constructive criticism
- Maximize productivity by leveraging diversity and individual differences
- Learn techniques to help you cope with difficult employees
- Use delegation for effective employee development, time management and motivation

**METHODOLOGY:** Training sessions are comprised of lecture, written exercises, large and small group discussions, PowerPoint and video presentations. Workshops materials include participant guide and option leadership assessment.