

So...You Want To Be a Supervisor? Necessary Skills for the New Supervisor

The desire to be a new supervisor is based in the hope that you can be helpful to others. When you start your management career, you find that the challenge is much greater than just getting the job done. How do you delegate, plan, organize and lead employees who are more diverse than ever; those who are career-driven, lifestyle driven or those with shifting priorities? Supervising is learning how to understand yourself and your employees and to use motivated teams to get things done productively.

Benefits

Upon completion of this program, participants will be able to . . .

- Understand the history and definition of supervision
- Learn how to transition from peer to supervisor
- Learn skill of planning, organizing, delegating and monitoring the work of others
- Learn how to develop a motivational environment
- Learn communication skills

Topics

ATTRIBUTES OF SUPERVISION

- Roles of supervising, managing and directing
- Define differences between leading and managing

SUPERVISING WORK OF OTHERS

- Understand organizational systems
- Develop and outline a work plan
- Learn skill of delegation
- Develop system of organizing work of others
- Develop ways to monitor work of employees without micro-managing

DEVELOPING A MOTIVATIONAL ENVIRONMENT

- Define and understand motivation
- Define and develop communication skills
- Listening skills: skills for questioning and giving feedback

SOLVING PROBLEMS AND MAKING DECISIONS TOGETHER

- Develop skills to resolve contentious situations
- Learn problem solving models to make decisions together

Formats

Format is one-day workshop. Seminar provides participants with the tools for becoming supervisors who understand basic skills needed for productive supervision..