

Supervising Basics

Purpose

This course is designed for individuals who are just beginning their management careers or who have been identified as high potential employees who are being trained to become supervisors or managers.

Description

Your new supervisors were hired or promoted because they had something you were looking for in a supervisor. They may be more skilled in some basic supervision skills than others. Help them round out their basic skills by providing training that will help them successfully . . .

- Manage their transition from employee to supervisor
- Delegate
- Communicate effectively
- Coach
- Motivate
- Manage conflict
- Model appropriate behavior

Outcomes

- Practice critical delegation skills
- Understand when to coach for maximum performance
- Recognize differences in motivation among employees
- Collaboratively handle conflict situations
- Lead by example

Features

- Establish standards and expectations for new supervisors/managers
- Network for new supervisors/managers
- Set up new supervisors/managers for success

Course Approach

Small-group activities, self-evaluation, trainer-presented material, discussion, and action plans

Module Specifications

Trainer's Guide includes:

- ✓ A list of all supplies and materials needed
- ✓ A room arrangement for effective learning
- ✓ Schedules for leading a full-day event or a half-day event
- ✓ Masters for activities, additional handouts, and/or flip charts
- ✓ Trainer's notes and thumbnails of related PowerPoint slides
- ✓ Full participants' guide with answers, making facilitation easy
- ✓ "Facilitator Tips" for making the most of the learning time
- ✓ A CD with PowerPoint slides

Participants' Guides are workbooks to be used during the training, including application pages that will help participants put learning into action on the job.

The Halbert Company can also provide trainers to help you implement this training.