

Preview of Supervision

ChangeWorks
Inc.



This pre-supervisory workshop targets non-supervisory personnel who are considering whether to apply for supervisory positions in the future. This module will give participants a realistic view of both the rewards and the special demands placed on today's supervisor. A balanced view will be offered throughout the course to enable participants to make an informed decision as to whether or not to pursue a career in supervision.

As a result of this course, participants will be able to:

- Understand how the supervisor's job differs from that of the non-supervisor.
- Recognize the problems involved in making the **vital shift** required during the transition to a supervisory position.
- Effectively use proven models for praising, coaching, reprimanding, and disciplining in ways that maintain dignity.
- Appropriately choose a style of management that matches the developmental needs of each of their employees.

This course will cover the following topics:

- Definition of supervision
- Roles and responsibilities of a supervisor
- The five functions of supervision
- Non-supervisory roles vs. supervisory roles
- Making the **vital shift** to management - the key to future success or failure
- Supervising people with diverse work ethics
- Leadership in Supervision quiz and discussion
- 25 do's and don'ts every new boss should know
- Leadership style survey and profile
- Choosing an effective style correctly every time
- How to be appropriately tough, how to be appropriately sensitive
- Secrets to motivating today's worker

This workshop is available in several formats.



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