

# Basic Supervisor Training (Level 1)

## About The Offering

### Module One: Peer to Leader Transition (4 Hours)

In this four-hour module, participants will gain a clear understanding of the different skill sets necessary to move from a standout employee to a successful leader. Discovery and practice of new skills will be the focus on this session. Participants will leave with a boost of confidence and an understanding of core competencies needed to thrive in their leadership role.

### Module Two: Self-Awareness (4 Hours)

Knowledge of the self is considered the very core of human behavior. This interactive and reflective module will guide participants through a series of activities to gain an awareness and understanding of their personal preferences (including strengths, weaknesses, thoughts, beliefs, and motivations). Taking control of your life, and creating an environment where all can thrive, is a necessary part of being an effective leader. Participants will gain insights about themselves and have a framework from which they can assess the current reality of their work place.

### Module Three: Diversity and Inclusion (4 Hours)

Recognizing and honoring differences, while learning to use them to create a balanced and successful team, is the center of this module. Participants will gain an understanding of personal preferences and behaviors that foster stronger, more collaborative work teams. Maximizing differences is the foundation for high performance work teams. This session will spotlight differences that matter and how we can use them to not only support each other, but also give us the edge in the business world.

### Module Four: Critical Thinking and Creative Problem Solving (4 Hours)

Critical thinking and problem solving are required of every person in almost all aspects of life. This highly interactive hands-on module offers specific guidelines, tools and techniques for improving these important skills. This four-hour module will ensure participants are identifying problems correctly while also teaching them to see problems differently. Crafting viable and sustainable solutions to workplace challenges will be a large part of the process in this module. Participants will leave with a new perspective on problems in the workplace.

### Module Five: Effective Presentation Skills (4 Hours)

A key component to being an effective manager is mastering the basic elements of communication, and knowing how to apply those skills in various situations. In this module, we will outline a proven formula for delivering effective, dynamic presentations while instilling within each participant the confidence desired to deliver their message with poise and power no matter the audience. Near the end of this module, participants will have opportunities to practice their newfound skills.



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## Schedule

Tuesdays & Thursdays

September 15 - 29, 2020

8:00 AM – 12:00 PM

GNTC Floyd County Campus

Registration Deadline: September 8, 2020

Tuesdays & Thursdays

November 3 - 17, 2020

8:00 AM – 12:00 PM

GNTC Whitfield Murray Campus

Registration Deadline: October 27, 2020

\*Students must complete all five modules to receive certificate of completion from Georgia Northwestern Technical College Office of Economic Development.

## Cost

\$580 Per Person.

## Registration Contact

Office of Economic Development

EconDev@gntc.edu

706-764-3591

Light refreshments provided.

GNTC is a unit of the Technical College System of Georgia and an Equal Opportunity Institution.