

Effective Supervisory Skills Workshop

Leadership Development for Managers

Supervisors play a fundamental role in the organization. They are responsible for creating a link between upper management and front-line employees and dramatically impact employee performance and behavior. Supervisors are considered agents of the organization and have corresponding power and accountability. They represent the organization 24 hours a day and must/ be informed and aware of legal considerations affecting the supervisory role. Supervisors must communicate the vision to their team members and help employees understand their role in accomplishing that vision.

Supervisors must be able to get work done through others to be effective, so they must know how to motivate others, especially those that share different values and beliefs. A supervisor's ability to direct their team members' work has an impact on their organization's bottom line. Success comes to organizations that train and prepare their supervisors in practical leadership skills. It is no longer okay to shoot from the hip; supervisors are members of the management team and must prepare for their leadership roles.

High-performance organizations have realized the competitive edge that well-trained supervisors provide and dedicate time to developing employees with the skills to meet the changing marketplace's challenges. Organizations that place a high value on growth and productivity realize the role of training in developing their workforce. Their proactive approach to employee skills development helps them leverage practical supervisory skills as a strategic advantage.

The most successful organizations are those with employees who know how to respond to leading others' demands. Your completion of this seminar will help you identify and develop essential skills to represent the organization effectively and provide leadership that makes a difference. This workshop aims to take away skills and tools to assist in providing the type of supervision that differentiates your organization in the marketplace. Driving the development of practical leadership skills, a number one priority is a sound business decision that will positively impact your organization's bottom line.

Workshop Objectives

Part 1: The Effective Supervisor

- Identify the top 10 mistakes new supervisors make
- Identify competencies necessary for success as a supervisor
- Identify individual strengths and opportunities for improvement
- Develop ideas and a plan to improve your competencies

Part 2: Legal Considerations for Supervisors

- Identify a supervisor's legal responsibilities
- Discuss aspects of the employment relationship

Part 3: Leadership and Vision

- Identify the role of vision in leadership
- Identify the key characteristics of a practical vision
- Create a personal leadership vision statement

Part 4: Motivating Others

- Identify a model of motivation
- Identify the differences and similarities between values and beliefs
- Practice developing "win-win" situations when attempting to change others' behavior

Part 5: Enhancing Your Supervisory Skills

- Write a personalized Action Plan
- Complete a Performance Plan for using the knowledge and skills they developed in this module to assist with professional growth and development

Implicit Module Objectives

- Gain an understanding of the role of a supervisor in an organization
- Acquire knowledge of the legal issues and potential liabilities facing new supervisors
- Desire to develop more effective supervisory skills and leadership competencies

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