

Program Title: Supervising Others

Description

The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Highlights:

Supervising others can be tough work if you aren't prepared with the right tools. This workshop will cover the basics that every supervisor needs in order to lead a successful team.

Learning Objectives:

Define requirements for tasks and set expectations for others

Establish SMART goals for self and staff

Explore Principles of assignments

Definite Delegation and determine appropriate methods to implement delegation

Provide effective feedback to others

Develop action plan in mediating conflict

Devise Strategies to manage time effectively

Course Information:

Required Knowledge, if any:	None
Who Should Attend?	New Supervisors, Experienced Managers, Senior Leaders
Advanced Prep, if any:	None
Level:	Any
Field of Study:	Leadership Development