



# Supervisor's Fast Start "Setting the Stage for Success"



Make the move into your new supervisor position smoother and more successful. Attend this one-day class to gain the skills and insights you need to lead with confidence and conviction.

New supervisors have distinctive challenges as they move from the mindset of doing the work to supervising others. During this important transition, knowing what to do, and what not to do, is an essential part of his or her supervisory development and success. In this high-impact, interactive, instructor led training; new supervisors learn to succeed.

## What you will cover:

- ★ Learn the principles of Extraordinary Leaders
- ★ Transitioning into a supervisory role
- ★ Enhance your interpersonal skills
- ★ Effective communication: The foundation of successful relationships and teams
- ★ Establishing the foundation of trust and confidence with your employees
- ★ Build a solid team and create a clear team vision
- ★ What it takes to get productivity from people who aren't used to you being "the boss"
- ★ S.M.A.R.T. Goals
- ★ Impactful time management and planning tips that will aid your organizational skills and administrative tasks
- ★ Prioritizing and Managing events around you
- ★ Strategic goal setting and feedback concepts to set your team up for success and keep them on track
- ★ Resolving employee conflict and unacceptable behavior

**Presented by Leader Development Institute**  
**Presenting the most relevant topics in business today.**

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