



# FASTSTART for New Supervisors

A Half Day, Full Day or Multi-Day Workshop

## Course Description

Set your supervisors and managers up for success rather than failure by giving them the critical insights and skills of effective leadership. This seminar ensures the foundations of success for your supervisors and managers – understanding their crucial role, communication skills, delegation, motivation, giving feedback, correcting poor performance, and much more. It is a highly interactive course that provides foundational information and practice so skill sets can be applied effectively and immediately. This workshop is a critical initial course and/or great refresher to improve organizational performance and bottom line results.

## Course Objectives

This course will help attendees:

- Truly understand the role of the supervisor, manager and leader in a new and empowering way.
- Clarify expectations with team members and move them to higher performance levels.
- Increase commitment by giving ownership to the team members.
- Reduce the stress and burnout of supervising.
- Help supervisors feel comfortable in the “difficult” conversations that many avoid.
- Delegate effectively.
- Communicate more clearly and powerfully.
- Learn to guide with questions rather than tell.
- Create a motivational environment that retains good workers
- And much more...

## Overview

This course provides a sound foundation for new supervisors as well as a valuable refresher and “re-focusing” opportunity for experienced leaders. It provides critical insights into effective supervision, leadership and management. And it is focused on practical application – things you can begin applying immediately in your specific environment.

The areas of discussion will include clarifying the supervisor’s role, identifying common supervisory mistakes, focusing on the transition to people skills from technical skills, basic communication skills, communicating and creating agreement on clear expectations, addressing poor performance, delegation skills and motivation. Each topic is overviewed and specific action steps are provided and practiced.

Every organization is clearly dependent on sound, effective supervision. This fun, interactive workshop will increase your organizational success – guaranteed!

## AGENDA

- What is Leadership?
- The Difference Between Leading and Managing
- The Fundamental Goals of a Leader
  - Inspire a Shared Vision & Commitment
  - Grow Your People
  - Provide Resources and Support
  - Achieve Positive Results
  - Work Yourself Out of a Job
- Becoming a Lead Blocker / Servant Leader
- Common Supervisory Mistakes – And How to Avoid Them
- Communication Skills
  - The Power of Listening
  - Basic Communication Rules
  - Why They Don’t Listen to You
- Clarifying Expectations and Giving Ownership
- Creating a Motivational Environment
- Providing Effective Feedback
  - Giving Effective Feedback
- Addressing Poor Performance
  - Why Employees Don’t Do What They Are Supposed To Do
- Delegation
- Additional Tools and Action Planning

## Related LifeChampion® Topics

- POWER Motivating for Leaders
- Powerful Communication Skills
- Dealing with Difficult People
- Handling Conflict & Confrontation

## Additional LifeChampion® Resources

- FREE Simple Disciplines® E-ZINE
- AUDIO ALBUM – FASTSTART for New Supervisors
- ON-LINE, ON-DEMAND Video Training
  - Coming Soon

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