



SUPERVISOR'S *Survival School*

WHAT YOU WILL COVER:

- ★ *Leadership and Management Qualities You Need*
- ★ *How to "Set the Stage"*
- ★ *Seven Key Elements in Building Trust*
- ★ *Seven Steps to Establishing Credibility*
- ★ *Two Questions to Ask About Motivation*
- ★ *Learn the "Hot Stove" Rule of Discipline*
- ★ *Which Decision Making Process is Best*
- ★ *How to Conduct Productive Meetings*
- ★ *Eight Characteristics of an Effective Delegator*



Soon to be, or have just been promoted to supervisor and wondering what you are getting yourself into? Have you been supervising for a while and still feel like you're one of the workers you are supposed to be supervising? Maybe you just need to feel reenergized. Supervisors Survival School is what you need to not to just get your feet on the ground and start running, but it is designed to give you the skills to survive what is arguably sometimes a difficult journey. Learn how to lead your team so as to boost worker productivity, enthusiasm, and commitment to the mission. Navigate your way through **projects**, priorities and daily operations, communicating effectively to see them through fruition. Avoid the dangers associated with **conflict, problem behavior** and **poor performance**. Learn how to meet the needs of your direct reports and your leadership. Sometimes it just seems like a jungle out there. Let Supervisor's Survival School help it seem like a walk in the park

HOW YOU WILL BENEFIT:

- ★ *When/How to Coach – When/How to Discipline*
- ★ *Understanding New and Old Relationships*
- ★ *Better Manage Priorities and Deadlines*
- ★ *The Importance of Values, Vision, Mission and Goals*
- ★ *Earn the Respect and Confidence of Those You Lead*
- ★ *How to Delegate More Effectively*
- ★ *Avoid the Pitfalls of Being a New Supervisor*
- ★ *Create an Environment of Success and Winners*

Leader Development Institute - Presenting the hottest topics in American business today.

Whitehall, Pennsylvania

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