

Supervisor Six Pack 2.0

Program Details

Basic Strategic Thinking

- Taking a realistic view of the current situation (both positive and negative)
- Understanding your personal strengths and weaknesses and how they impact your decision, approach, mindset, and behaviors
- Evaluating relationships and identifying who the best people are to work through. Identifying underperforming relationships and deciding how to improve them or avoid getting stuck in them.
- Making sure your time and priorities are focused on the most important/valuable things to move you forward and not just the urgent things that arise

I'm in the Middle – Help!

- Time Management / Organization
- Balancing the Needs of the Business with the Needs of Your Employees
- Building a Network
- Self-Care
- Stress Management
- Staying Motivated
- Delegation
 - How to be comfortable with someone else doing their old position differently

Presentation Skills

- Managing your fear and anxiety for speaking
- Hitting the mark for your message by analyzing your audience
- Staying on message with organization techniques
- Preventing your visuals from distracting from your message
- Improving your verbal skills to deliver with clarity
- Collecting quality data to evaluate your presentation

Influencing and Motivating

- Understanding personal behavior tendencies that impact both communication and work effectiveness to motivate and coach and manage yourself
- Identifying the strengths and weaknesses in you as a leader
- Understanding derailing behaviors that keep you from being your best
- Identifying tendencies and preferences in others
- Using tendency data to adjust your approach and increase your chance of success with others
- Bigger picture thinking - how your piece fits into other depts
- How to present solutions (instead of only problems)
- Looking at issues from multiple perspective

Change Management

- Company Change – What if I Disagree
- Embracing Change – Why do We Need to Change
- Supporting the Business
- How to Manage Change in Today's World
- How to Guide Your Team Through Change
- Gaining Employee Buy-In

Professionalism and Etiquette

- Written Communication (Including E-Mail, Texting)
- Verbal Communication
- Non-Verbal Communication
- Listening
- Legal Concerns (What Can I Say/Not Say)
 - Interviews
 - FMLA
 - Discrimination/Harassment
 - Compensation (Including Working Hours and Overtime)
- Multi-Generational Communication

Capstone Project

This project will be assigned to groups of 2-3 participants. Participants will have the opportunity to work with facilitators to target an area of leadership and management. It would involve the concepts being taught in the class and would be focused in at least one of the following areas:

- Employee Engagement
- Managing Performance Issues
- Retaining Talent
- Developing Employees

Project participants will set a project goal and collaborate together to create activities, strategies, and initiatives to achieve their goal for their team in their respective organizations. Facilitators will help them select a goal and provide guidance on achieving their goals.