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Management Boot Camp

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The transition from employee to leader does not happen overnight. In order for the transition to be successful, it is critically important that new supervisors develop new skills and competencies and shift their mindsets “from doing one’s own work to supervising the work of others.” This course is designed to provide new supervisors with fundamental supervisory skills and to help them build a solid foundation in the principles of leadership. Great supervisors use critical skills to perform complex tasks, and this course will help them effectively handle their new roles.

Who should attend: All newly promoted and auxiliary supervisors, all newly hired supervisors, as part of the new employee orientation and any supervisor who has not yet attended a management training course.

If you are required to attend the training, Art Langit will contact you to schedule the session.

Boot Camp Course Outline

New Supervisor	After All, You're the Supervisor
Realities and challenges of a new supervisor	Acknowledge that supervising is a new role
The most common mistakes made by a supervisor	Plan and prioritize team tasks
Would I work for me?	Delegate tasks

New Supervisor	After All, You're the Supervisor
Trust	Develop team members
Delegation	Problem solve
Key points on motivation	Be accessible to your team
Effective management practices	Communicate downward and upward
	Encourage teamwork
	Model desired behavior
	Discipline effectively
	Give praise and recognition

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