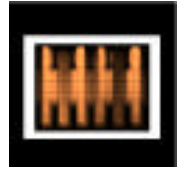


# Leaping Into Management



**M**any first-time supervisors and managers find themselves in their new roles without the advantage of either training or real preparation. This is despite the reality that a solid foundation in specific skills and knowledge is invaluable to establishing and enhancing the credibility and success of any first-time supervisor or manager.

Learn the vital skills and knowledge you need to successfully navigate the diverse and demanding roles of managers and supervisors ... presented exclusively in this hands-on, active workshop.

## ➤ LEARNING OBJECTIVES :

### DAY ONE (DEVELOPING SELF-AWARENESS & SELF-MANAGEMENT SKILLS)

- Assess Your Management Style And Its Impact On You And Others
- Enhance Your Knowledge Of Time Management Strategies
- Expand Your Understanding Of Stress And Why It's Important To Learn To Manage It Effectively

### DAY TWO (CONNECTING WITH YOUR STAFF & HELPING THEM SUCCEED)

- Learn About The Important Influence That Managers Have On Their Staff
- Understand The Importance Of Trust And How Supervisors Influence The Perception Of Trust
- Learn About The Major Factors That Influence Employee Performance
- Discover How You Can Best Influence Employee Performance

#### ➤ CUSTOMIZATION :

Customization is available for this workshop. Please speak with one of our Partners about your specific needs.

## ➤ TARGET AUDIENCE :

- If you're a new supervisor, are about to become one, or are an experienced supervisor who sometimes feels like you are flying by the seat of your pants, this course will help you build the skills, knowledge, and confidence essential to your performance.

## ➤ WORKSHOP LENGTH :

- 2 days (16 hours) (-see side note)

Participants are welcome to register for either day **one** only or day two only.