

# Supervisor Development

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## **WHAT'S MY STYLE?**

**2.0-2.5 HRS**

First, know yourself. Then, you can know others; potentially motivate others and lead your team successfully by responding to their DiSC styles. DiSC is a powerful assessment that helps us understand *why* and *how* people say and do things based on their style tendencies (dominance, influence, conscientiousness, steadiness). Once people understand these behavioral styles, they can gain new and valuable S.O.S. insights --- awareness of Self ... Others ... and Situations they encounter. With these new S.O.S. insights, they can determine how best to respond and adapt to a specific people and situations in order to work more effectively with individuals and teams. Exercises, materials and online inventory included. Homework pre-session. Call for per person pricing.

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## **HIRING FOR KEEPS**

**2.0-3.0 HRS**

*Hiring the right person saves valuable time, eliminates stress & prevents dysfunction*

Supervisors learn effective interviewing techniques, based on behavior-based and situational type question development. Use of organizational job descriptions and existing procedures to help new supervisors recommend/ hire the best candidates is included. Appropriate and inappropriate EEO related questions and interviewing record-keeping are reviewed. We also increase interviewers' self-awareness of possible biases, stereotypes and cultural differences that influence hiring decisions. Special attention is given to role plays for effective interviews.

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## **THE GOOD, THE BAD & THE UGLY**

**3.0-4.5 HRS**

*Developmental Coaching to Discipline/Corrective Action 1 or 2 sessions.*

What motivates employees? The effective coach is observing and instructing employees daily. The goal of coaching is to motivate for improved productivity on an individual basis. Three types of coaching techniques are shared, including a review of the appropriate disciplinary pattern/forms used by your organization. Custom materials and role plays are included in the session.

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## **MULTI-GENERATIONS AT WORK 2.0-3.0 HRS**

Getting along is new age diversity. Generational differences appear in preferred employee work structures, work life-balances, technology and feedback. This program shares the basic styles and tendencies of the generations; Traditionalists, Baby-boomers, Xers and Millennials and the newest Gen Z. Compare and contrast them with your team members. Integrate what you learn into concrete steps to help guide your peak performing work team.

## **24/7 CHANGE**

*Choose any or all of the 3 part series.*

### **Part 1: Stop Reacting & Start Planning 2.0-2.5 HRS**

Time management-life management. We all run out of time. Review the best techniques for goal setting based on our most precious non-renewable resource, time. Includes diagnostic inventory, worksheets, discussion and modification planning. Great for those who need a new place to begin. Homework sent out pre-session. Purchase of online materials, booklets required. Call for per person materials pricing.

### **Part 2: Melt the Ice: Shape the Sculpture 2.5-3.5 HRS**

How do you change the mindsets of others? How do you unstick the stuck? Kurt Lewin, David Cooperrider & John Kotter's planned change strategies are reviewed and applied to your work change situations. Get a checklist for change together. Often, you don't decide to change, someone else in the organization does. Be in a place to implement change using these successful strategies.

### **Part 3: Finding Peace in a Non-Stop Organization 2.5 HRS**

We're all moving too fast! How can you adapt your daily regime to allow for re-energizing activities during your work day? Complete a stress assessment. Evaluate your stress level and design a less stressful life/work place amid the 'buzz' around you. Co-taught by a mental health provider. Call for pricing.