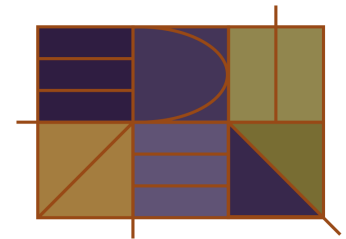




Mastering the Art of Business through Leadership Development



EDIZEN

Workshop **Stepping Up To Supervisor**

Summary The transition from individual contributor to supervisor can be a daunting one. A new supervisor is often faced with the challenge of directing those who were recently peers. The new responsibilities of organizing tasks, developing employee skills and managing relationships can also be overwhelming. This interactive workshop will help new supervisors avoid common mistakes. Participants will learn the necessary skills required to successfully supervise, motivate and communicate with employees.

Format Full day workshop

Target Audience New supervisors, employees being groomed for supervisory positions

- Topics Covered and Learning Objectives**
- Identifying major supervisory job tasks
 - Setting milestones and timelines
 - Conducting meetings
 - Making decisions
 - Learning approaches to effective communication
 - Coaching and developing staff
 - Supervising performance
 - Building relationships
 - Understanding EEO laws

Leadership Development programs from Edizen are designed to motivate participants to take the steps necessary to improve their leadership style in ever changing work environments.

Contact Edizen today

to learn more about how we can help you and your organization meet your goals.

Toll free **866.334.9362**

DC Office **202.689.5667**

Email **contactus@edizenco.com**

Online **www.edizenco.com**