



Excellence in Supervision 1 Session –

3 Hours of Interactive Training

The Excellence in Supervision training program from LearnKey gives new supervisors the tools and experiences to start on the right track and provides existing supervisors with practical and proven strategies for success. Discover the critical success factors supervisors need to create a positive, powerful, motivating environment for employees. With Excellence in Supervision, supervisors can quickly learn and immediately apply the people skills needed to succeed.

About The Author

This training program was produced by **LearnKey** content partner **1 Minute Learning**. 1 Minute Learning maintains relationships with an impressive list of publishers with content covering a wide variety of subject matter areas. 1 Minute Learning also has relationships with a host of subject matter experts who are distinguished authors, trainers, consultants and educators.

Session 1

Section A: Getting Started

- Self-Assessment
- Objectives
- Introduction
- Supervisory Power
- Case Study
- Assessment

Section B: Managing Performance

- Setting Expectations
- Giving Feedback
- Handling Problems
- Staying Flexible
- Assessment

Section C: Communicating Proactively

- Delegating Tasks & Time
- Effective Meetings
- Talking to Your Boss
- Case Study
- Assessment

Section D: Coaching for Excellence

- The Good Coach
- The Coaching Process
- Assessment

Section E: Dealing with Change

- A Modern Skill
- Positive Change Management
- Case Study
- Conclusion