

# How to Supervise People



## How to Supervise People 1 Session –

1-2 Hours of Interactive Training

Managing, supervising - you could be the world's greatest supervisor if only your employees would cooperate! There's nothing more challenging than trying to achieve your goals through others. You have to be a manager, a psychologist and a den leader all in one. Now, effective leadership is within your reach, with this step-by-step interactive media course.

### Benefits

- You will learn how to inspire others to perform with pride.
- Understand techniques to delegate effectively and watch productivity climb.
- Get people to take ownership of their jobs - create the perfect team!

### About The Author

The *How to Supervise People* Desktop Interactive Media program will present innovative ideas, powerful strategies and proven techniques that can be put to work immediately. It offers concrete, practical solutions to supervisory challenges. Become an expert at getting results through others!

### Session 1

#### Section A: Leadership

- Supervision & Leadership
- Five Action Steps
- Power Points
- Delegation
- Building Blocks
- The PDCA Cycle
- Value-Added
- Review

#### Section B: Managing Your Time

- Take Control
- Time Management
- Stress Management
- Handling New Employees
- Training Employees
- Recognition
- Review

#### Section C: Supervisory Success

- PDCA - Management Tool
- Promotions
- Problem Employees
- EEQ/AAR
- Communication
- Meetings
- Presentations
- Review