



## **Supervisor Success Skill Development (16 Hours)**

Most people naturally want to do a good job. Successful managers recognize this fact and seek to channel workers' efforts in ways that will benefit the business. Move valued employees into management positions by teaching them to communicate effectively, motivate employees, resolve workplace conflicts, and gain the respect, trust, and support of staff. Enable your new supervisors to see themselves as leaders by gaining the level of self-awareness needed to be successful. As a result, they will fulfill their responsibilities to senior management as well as the staff they supervise while impacting the bottom line. Appropriate for developing supervisors in all industries!

Areas of study include:

- Supervision
- Leadership
- Time Management
- Effective Communication
- Problem Solving and Conflict Resolution
- Orientation and Training
- Motivation and Team Building
- Staffing and Scheduling
- Improving Employee Performance

### **Who participates?**

- Job seekers wanting to earn a certification that employers,
- Employees looking to move to the next level through a flexible, cost-effective program,
- Employers looking to increase confidence in their employees' skills,
- Students looking for summer education option (no credit).

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