

## **Supervisory Skills for New Supervisors**

**Length: Four Days**

As a supervisor, your success is measured not simply by your individual contribution, but by how well you get the work done with and through others. Understanding your new role, building positive working relationships with those you lead, and getting results through others requires a specific set of skills. This workshop is designed to help you meet the challenges of your new supervisory role with confidence and success. Learn proven supervisory techniques that can be put into action immediately.

### **Day One**

- Embracing Your New Role and Expectations.
- Effective Communication and Feedback.
- Personality Styles.

### **Day Two**

- Setting SMART Goals
- Coaching for Performance
- Working with Difficult People
- Conflict Management

### **Day Three**

- Leading and Building Teams
- Delegation for Development
- Problem Solving and Decision Making
- Managing Time Effectively

### **Day Four**

- Organizational Culture and Values
- Interviewing Techniques
- Motivational Strategies
- Intergenerational Motivation

**Wright State University**  
**Center for Performance Excellence**  
140 E. Monument Avenue  
Dayton, Ohio 45402  
(937) 775-1100