

STEPPING UP TO SUPERVISOR AGENDA

- 8:30 **Introductions:**
- Icebreaker
 - Participant Introductions
 - Seminar and Participant Objectives
 - Seminar Overview
- Group Exercise and Discussion:** Preparing for the Role of Supervisor
- Definition for Supervision
 - Current Roles versus Supervisory Roles
 - Major Challenges Facing the New Supervisor
- Individual Exercise:** Supervisory Assessment and Evaluation
- Individual and Group Exercise:** Identification of Skills Based on Supervisory Assessment and Evaluation
A Day in the Life of a Supervisor
- 10:00 **Break**
- Group Exercise and Discussion:** Supervisory Competencies – Skills for Successfully Transitioning to the Supervisory Role
- Skill Building Session:** Transition Speech and Conversations
- Group Exercise and Discussion:** The First Thirty Days – The Foundation For Your Leadership
- 12:00 **Lunch**
- 1:00 **Group Exercise and Discussion:** The Organizational Big Picture
- Working Effectively with All Levels of the Organization
 - Identifying Customers and Communities
 - Major Issues Facing Organization
- Group Exercise and Discussion:** Success Strategies
- Strategy and Supporting Structures
 - Tools and Processes For Efficient and Productive Operations
- 3:00 **Break**

3:15

Presentation and Skill Building Session: Managing Departmental Success and Productivity

- Setting and Communicating Employee Performance Expectations
- Giving Work Direction and Delegating Tasks and Assignments
- Giving Constructive Feedback
- Monitoring Employee Progress and Performance
- Motivating and Inspiring Employees

4:15

Wrap-Up:

- Summary/Review
- Lessons Learned
- Commitment to Implementation Plan
- Evaluations

4:30

Conclusion