



Center for Professional Development Edison State College

Essential Skills for the First Time Supervisor

This one day workshop will focus on the areas and topics that the first time supervisor will encounter and deal with. The areas that will be covered will include gaining acceptance of their peers and supervisors, setting realistic goals with their employees, time management and organization, managing upwards, feedback, motivation and team building, the current diverse workplace and employee.

The content will cover the new essential skills they will need to have and develop to set them up to succeed with their team.

- The 5 Essential Skills of Effective Supervisors
- Personal Change Management
- Managing Up
- Setting Goals and Levels of Authority
- Giving and Receiving Feedback
- Impacting and Improving Team Performance
- Legal Considerations
- Style/Personality Profile

Target Audience: New or Experienced Supervisors

Date: Tuesday, TBA

Time: 9:00am to 4:00pm with 1 hour lunch break from 12:00 noon to 1:00pm

Location: Edison State College

Instructor: TBA

Seats are limited, so register today!
Advance registration and payment is required
For registration form and information, call 239-489-9235
email celee@edison.edu
OR download from www.edison.edu/lee/ce