



Shelby County Associated Industries Training Consortium

(502) 633-5068 | scidf.com/associated-industries

Leadership for Supervisors

Deadline to register is May 18, 2022

Time: 1 – 4:30 p.m.

Dates: Thursdays, June 2 – July 14 (seven-week course)

Location: Stratton Community Center

Rate: \$700 for SCAI members, \$1,400 for non-members

Instructor: Doug Semenick, Semenick and Associates

The purpose of this course is to teach, apply and reinforce effective Front Line Leader skills for people in a leadership role who have limited authority and work directly with front line workers. It involves personal goal setting, classroom sessions with learning teams, coaching at the worksite, a personal action and 10-week follow through plan to reinforce the learning over the next 90 days. This course spans eight weeks and is designed for seasoned supervisors to sharpen, reinforce and add new skills; new supervisors and high-potentials to shorten the learning curve toward excellence as a leader.

Learning Objectives:

Session 1: Leadership and Supervisory Skills

- Program Overview: Expectations and Outcomes
- Goal Setting, Behavior change
- The Supervisor Tool Kit
- Introduction to Performance Coaching

Session 2: Interpersonal and Assertive Communication

- Building healthy work relationships
- Complete communication; input and feedback
- Assertive communication workshop

Session 3: Creating a Positive Workplace

- Managing difficult people
- Optimism and encouragement skills
- 12 Actions Employees Want from Supervisors

Session 4: Conflict Management and Resolution

- The Positive Conflict Resolution Process
- Communicating clearly through change
- Conflict Resolution Tool Kit

Session 5: Motivation and Coaching

- Front line coaching skills
- Five Steps to Move a Person to Action
- Application/demonstration workshop

Session 6: Stress, Time and Personal Management

- Reducing stress in the workplace
- Planning and organizing to maximize time
- Personal management and wellness

Session 7: Training Adult Learners

- Adult Learning Principles
- Whole-Part-Whole Method
- Progressive demonstration

Classroom: Seven content sessions with progressive learning
Learning Teams: Peer support and accountability
Presentation Skills: Group STAR Reports
Book review: The Super Supervisor by Mildred Ramsey

Coaching: Two X One-on-one coaching sessions at the worksite
Personal, targeted goal setting
Full access to instructor/coach by phone/email for Quick Event/Issues coaching.

Application: Personal Accountability Plan & 90 Day Roll Out Plan
10 X Weekly 3-5 minute follow up, reinforcement videos delivered by email