

# Leadership Training for Managers & Supervisors

**S&A**  
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## Why invest in training your Managers and Supervisors?

Trained leaders result in:

- Increased employee satisfaction, productivity and retention
- Confidence through interaction with peer learning group
- Positive influence on organizational culture

## What's included in the Leadership courses?

- Seven content sessions with progressive layered-learning
- Focused lessons with immediate application
- Positive influence and culture building tools
- Adult learning and application tools built-in
- Personal 90-day follow-up plan to extend the learning experience

### **BONUS:**

Extending the learning experience –Ten weekly reinforcement videos

To register, go to: <https://scidf.com/training-consortium>

**Classes begin Tuesday April 15, 2025**

## Leadership Skills for Managers: An Intensive

The purpose of the LS-M is to teach, apply and reinforce skills proven to produce excellence in management. This Intensive involves personal goal setting, classroom sessions with learning teams, a personal action plan and a 10-week follow through plan to reinforce the learning over the next 90 days.

This Intensive spans seven weeks and is designed for seasoned managers to sharpen, reinforce and add new skills; new managers and high-potentials to shorten the learning curve toward excellence as a manager.

### Week 1: Leadership Expectations for Managers

- Program Overview: Expectations and Outcomes
- Goal Setting, Pre-Assessments, Behavior Change
- Adult Learning, retention and application tools

### Week 2: Developing a Culture of Accountability

- Personal accountability tools
- Identifying and addressing negative behavior
- Solution-oriented problem solving

### Week 3: Communication and Trust – Part 1

- 360 degree listening skills
- Productive feedback
- Conducting effective meetings

### Week 4: Performance Management – Part 1

- Employee engagement
- Motivating employees to take action
- Positive culture change

### Week 5: Communication and Trust – Part 2

- Coaching Skills
- Mentoring Skills
- Application/demonstration workshop

### Week 6: Performance Management – Part 2

- Conflict management
- Managing critical conversations
- Application/demonstration workshop

### Week 7: Leading High-Performance Work Teams

- Progressive Team Model
- Decision-making and building consensus
- Leading and managing change
- Summary and 90 day roll out plan

Classroom: Seven content sessions with progressive learning

Learning Teams: Peer support and accountability

Presentation Skills: STAR Reports

Book review: Change the Culture Change the Game by Connors and Smith

Coaching: 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

## Leadership Skills for Supervisors: An Intensive

The purpose of the LS-S 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. This Intensive involves personal goal setting, classroom sessions with learning teams, a personal action and 10-week follow through plan to reinforce the learning over the next 90 days.

This Intensive spans seven 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.

### Session 1: Leadership and Supervisory Skills

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

### 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

### Week 8: Final Coaching and Goal Setting Session

- Summary and Develop Personal 90 Day Roll Out Plan

Classroom: Seven content sessions with progressive learning

Learning Teams: Peer support and accountability

Book review: The Question Behind the Question Workbook– *What to Really ask Yourself to Eliminate Blame, Victim Thinking, Complaining and Procrastination.*

Coaching: Full access to instructor/coach by phone/email for Quick Event/Issues coaching.

Application: Personal Accountability Plan & 90 Day Roll Out Plan