

Succeeding as a Supervisor



Where Georgia comes together.

Succeeding as a Supervisor is a short, but thorough, three-part introductory program that equips you with the knowledge and skills you need to be effective in your job. Session starts on April 5th through April 26th.

Many supervisors rise through their organization from good employee to supervisor without any training. The roles and responsibilities of a supervisor are complex and varied, and the skills they need should be learned in a systematic manner focused on improving supervisory performance. Course topics include

- building trust
- leading teams
- planning and delegating
- performance evaluation
- handling conflict

The ideal participant might be

- a supervisor who has been in his or her job two years or less
- someone who is not currently a supervisor but is interested in developing those skills
- a long-term supervisor with no formal supervisor training

Module One (two days) topics:

- The Many Jobs of a Supervisor
- Communicating with Employees
- Leading the Work Team
- Planning and Delegating
- Building Trust and Respect

Module Two (two days) topics:

- Motivation
- Performance Evaluation and Coaching
- Developing and Maintaining Discipline
- Handling Conflict

At the end of Module Two, each participant selects a course topic and develops a plan to improve his or her skills in that area.

Participants will apply their newly learned skills in between Modules Two and Three.

Module Three (1 day)

During Module Three, participants discuss what they practiced, how it worked, reaction from employees, and what they intend to do during the subsequent six months to improve their supervisory practices. On the last day, participants also present their plans of action and leave with a plan of improvement. A certificate of completion is provided at the conclusion of Module Three.

Contact

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