



Supervisory Skills

From Buddy to Boss

Available In:

- English
- Spanish
- Videoconferencing

Do Your Leaders Have the Skill Sets to Effectively Supervise?

There are over 2 million people being promoted into management roles each year. The transition from successful team member to successful supervisor is a difficult one, requiring a completely different skill set.

Supervisory Skills 'From Buddy to Boss' training is designed to provide the tools needed to succeed as a first time supervisor, experienced supervisor with no specific supervisory training, or any person seeking to become a supervisor. Supervisors who receive the necessary tools, skills, and training are set up to become effective leaders achieving positive results.

What trainees will learn:

- Effective communication skills
- Setting and achieving goals with the team
- Managing team members' performance
- Giving and receiving feedback
- Delegating work to ensure it is done right the first time
- Managing your time
- Leading the four generations in the workplace
- Legal responsibilities for supervisors (CA Employment Laws)
- Writing business emails
- Business ethics
- Conducting effective meetings
- Solving day-to-day problems
- Communicating with difficult people
- Succeeding in your new role

How this training will benefit your company and employees:

Sixty percent (60%) of first time supervisors fail. Eighty-five percent (85%) receive no training prior to making the transition to their new role as supervisor. This training will help first time and experienced supervisors to generate business results sooner. Supervisors will learn to inspire, and promote collaboration among the teams.

This training can be conducted for 8 hours or more. Onsite training may be customized to meet your business needs.

ABOUT SOPHIA BROOKS



Sophia is a retired business owner, author, speaker and subject matter expert. She held management positions in two Fortune 500 Corporations. Additionally, she currently teaches at two community colleges with Workforce Development.