

## LEADERSHIP & SUPERVISION

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### Influencing the Performance of Others

Course #: 4710240504

**Course Description:**

In this one-day Influencing the Performance of Others workshop, you will gain the skills necessary to affect the behavior and development of employees in a positive way through proactive leadership techniques.

Participants will finish this course with the ability to:

- Identify the four key strategies of influencing others.
- Explain the five facets of effective communication.
- Learn the five main principles of predicting behaviors, then engage in ways to apply these principles to your leadership plan.
- Recognize factors such as personality types and generational differences and learn how to lead individuals based on these influences.

Class No: 5450	12/12/2019	Delivery: Class	Fees Under 62: \$199.00	Fees Over 62: \$164.87
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Instructor:

**Meetings:**

Thur 12/12/2019 8:00am - 4:30pm at Northwoods Center 208  
Center for Innovative Change

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## Transition to Supervisor

Course #: 4710240900

### Course Description:

Make the start of your management career a success by learning how to handle the unanticipated challenges all individuals face when transitioning from an employee to supervisor. Whether you are newly promoted or training for a supervisory position, this one-day Transitioning to Supervision workshop will help you move into your new role while evolving into a positive role model and leader.

Participant learning objectives are to:

- Identify the characteristics of a good supervisor.
- Prepare for the emotional impact created by your transition from employee to supervisor.
- Define interpersonal relationships, distinguishing between personal and professional.
- Recognize the seven major transition steps to supervising others.
- Learn the four key factors to self-evaluation to develop and maintain confidence and skills.

Class No: 5449	11/14/2019	Delivery: Class	Fees Under 62: \$199.00	Fees Over 62: \$164.87
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Instructor:

### Meetings:

Thur 11/14/2019 8:00am - 4:30pm at Northwoods Center 208  
Center for Innovative Change

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