



LIVE SEMINAR

# How to Supervise People



## THIS SEMINAR AT A GLANCE:

### 10 Tips You'll Take Home

1. How to provide meaningful praise.
2. The best way to improve the productivity of a worker who is upset by a past criticism.
3. What you can do to enhance your communication skills for first-rate effectiveness.
4. How new managers can make the transition and take charge smoothly.
5. How to feel comfortable leading friends and former peers.
6. The secret to keeping top performers at their maximum level without burning out.
7. How to get others to believe in your organization and view it as more than just a place to work.
8. How to increase departmental planning and decrease your hassles through scheduling.
9. The key to solving tough people problems and stimulating others to do their share.
10. How to become more organized and productive and, in turn, reduce your stress.

# How to Supervise People

S E M I N A R S U M M A R Y



## What is your role?

As a manager, you're the one in charge, but you know all too well your job description doesn't even begin to cover the many roles you actually fill. In today's world, managers and their teams have more complex relationships than ever before. A manager must be a friend, coach, boss and mediator. You're responsible for:

- Delegating
- Motivating and praising
- Delivering criticism and discipline
- Working under pressure
- Meeting tight deadlines
- Training new employees
- Organizing people, projects and schedules

Regardless of your experience, you can always benefit from new ideas and skills that will keep you at your peak performance. Basic Supervision is a one-day seminar power-packed with solid skills to help you maximize your role as a manager and fresh ideas to motivate you and your team.

## What you will learn:

This seminar will provide the spark you need to ignite a positive, productive day every day.

## Who will benefit from this seminar?

- New Managers
- Senior Managers
- Mid-Level Managers
- "Non-Managers" – if you are considered a manager without the title

## PROGRAM AGENDA

### Overcome the early obstacles.

- Leading older, experienced employees or younger, inexperienced ones
- Controlling technology to communicate with workers and clients
- Steering clear of common management traps
- Managing your time and stress so that you can put in your best effort

### Get the work out.

- Creating a basic work plan
- Learning smart ways to set goals and assess productivity
- Making job assignments stick – and work
- Using listening skills to your advantage
- Mastering the challenges of a flex workplace

### Create a positive environment.

- Getting the most out of a diverse work team
- Helping employees see meaning in their work
- Supporting career development
- Adapting communication styles for today's work world
- Dealing with negative attitudes.

### Handle performance problems.

- Holding employees accountable for their performance
- Giving feedback that encourages employees to achieve their best
- Taking legal disciplinary action when needed.

### More benefits for you when you attend Basic Supervision:

- Discover six ways to discipline and obtain positive results
- Gain ten good habits to help improve your listening skills
- Learn four effective methods for giving clear-cut instructions
- Identify the five most common traps encountered by new managers and find out how to steer clear of them.



**Continuing Education** Pryor Learning, LLC (and its Fred Pryor Seminars and CareerTrack divisions) is an approved provider of credits through NASBA, HRCI, PMI® and SHRM. Visit our [Please refer to the course description page for specific credit eligibility.](https://www.pryor.com/continuing-education/) <https://www.pryor.com/continuing-education/>

## Registration Information

### Enroll Today!

**Online:** [pryor.com](https://www.pryor.com)

**Phone:** 1.800.780.8476

**Email:** [customerservice@pryor.com](mailto:customerservice@pryor.com)

**Additional information can be found in our FAQs:**

<https://www.pryor.com/faq/>

## PryorPlus

Get more for you or your team with a PryorPlus annual pass:

- ☑ Free attendance to hundreds of live virtual and in-person seminars
- ☑ 24/7 access to more than 5,000 recorded and on-demand courses
- ☑ Microlearning, quizzes, video, eBooks, webinars and more
- ☑ Earn professional credits: CEU, CPE, HRCI, PDC and PDU

Learn more at <https://www.pryor.com/unlimited-training/>