



Strategies for Becoming a Successful Supervisor

Duration: Two day

Time: 9am – 4pm

For: Supervisors

PROGRAM OBJECTIVES

At the end of the workshop, participants will have a heightened awareness of what makes a successful supervisor, and will leave with a number of actionable steps that they can immediately embrace at the workplace.

METHODOLOGY

Workshop consists of lecture/discussions, visual aids, individual and group activities.

Content Domain

- What do supervisors actually do
- Getting along with the boss
- Dealing with the grapevine
- Being a morale booster
- Dealing with internal conflict
- Setting the example
- Knowing your job
- Making a decision
- Taking responsibility for your actions
- Knowing yourself
- Maintaining a positive attitude
- Handling personal stress
- Giving orders properly
- Setting reasonable standards
- Maintaining your sense of humor
- Expecting good work
- Praising in public/criticizing in private
- Knowing what is going on
- Embracing professionalism
- Maintaining discipline
- Handling friendships with subordinates carefully
- Embracing impartiality
- Appearing confident
- Keeping promises
- Embracing the Golden Rule
- Embracing the Platinum Rule
- Dealing with ethical dilemmas
- Training your people
- Maintaining safety standards
- Ensuring goals are understood
- Embracing active supervision
- Anticipating problem areas
- Managing resources effectively
- Delegation
- Managing your time

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