



Quality Training for Business Professionals

SUCCEEDING AS A SUPERVISOR SERIES

SUPERVISORY ESSENTIALS

Moving online for Fall 2020!

Using Webex videoconferencing, our live remote training programs will include everything you've come to expect from a QVCC workshop:

- Instructor-led learning
- Group discussions
- Emphasis on workplace application

Being an effective supervisor means working with others to achieve a department's goals and objectives. This workshop reviews a supervisor's major responsibilities, and shows them how to utilize their authority for the benefit of their staff and department.

Developing Supervisory Skills

- Transitioning to a supervisory role
- Establishing core competencies
- Supervising former co-workers
- Delegating and giving instructions
- Listening and giving feedback

Bringing Out The Best In Your Staff

- Communicating w/ different personalities
- Motivating & coaching employees
- Using Emotional Intelligence
- Managing problem employees

Developing Leadership Skills

- Creating a "Team" environment
- Seeing yourselves as problem-solvers
- Developing a learning culture

Participants will need:

- PC or laptop
- Webcam or built-in camera
- Headphones
- Microphone
- Internet access

TO ENROLL CONTACT

Andrew Morrison
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Instructor: Rockie Blunt, Ed.D.

Rockie has delivered many training programs at QVCC, including the popular *Leadership @ All Levels* series. A graduate of Yale University, he holds a master's degree from Clark University and a doctorate in human resources education from Boston University.

Sessions Run:

Wednesdays/Fridays

October 21*, 23, 28, 30

November 4, 6, 11, 13, 18, 20

Time: 9 am - 11 am

Cost: \$625

** First session will introduce students to the virtual learning platform and the live remote training process*



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[QVCC.edu/training](https://qvcc.edu/training)