



2010

Effective Supervisory Management® Supervisory Development Schedule

“Whatever you vividly image, ardently desire, sincerely believe and enthusiastically act upon, must inevitably come to pass!”

Schedule of Sessions

Pre-conference Goal setting one-on-one session

Kick off meeting Including Planning Tool training

LESSON ONE: *Successful Managers and Leaders are Made - Not Born*

- ✓ Building on the Base of Success
- ✓ The Slight Edge
- ✓ The Purpose of Leadership Development
- ✗ The Definition of Success
- ✗ *Application and Action*
- ✗ *Participant's feedback sheet*

LESSON TWO: *Exercising Authority Effectively*

- ✓ The Source of Authority
- ✓ A Positive Approach to Discipline
- ✓ Planning, Preparing, and Preventing
- ✓ Accountability
- ✓ Taking Corrective Action
- ✓ Handling More Serious Problems
- ✗ *Application and Action*
- ✗ *Participant's feedback sheet*

LESSON THREE: *Improving Results Through Better Time Management*

- ✓ The Value of Time
- ✓ Managing Your Time
- ✓ Managing the Time of Others
- ✓ Maximizing Time Use
- ✓ The Benefits of Time Management
- ✗ *Application and Action*
- ✗ *Participant's feedback sheet*

LESSON FOUR: *The Art of Delegation*

- ✓ What Is Effective Delegation?
- ✓ Attitudes for Delegation
- ✓ Levels of Delegation
- ✓ Feedback on Performance
- ✓ Upward Delegation
- ✍ *Application and Action*
- ✍ *Participant's feedback sheet*

LESSON FIVE: *Decision Making and Problem Solving*

- ✓ The Responsibility of Leadership
- ✓ The Manager as Decision Maker
- ✓ The Problem Solver
- ✓ Taking Risks
- ✓ The Art of Giving Instructions
- ✍ *Application and Action*
- ✍ *Participant's feedback sheet*

LESSON SIX: *Motivating People to Produce*

- ✓ Understanding Motivation
- ✓ Traditional Methods of Motivation
- ✓ Attitude Motivation
- ✓ Using the Power of Informal Groups
- ✓ Developing a Motivation Plan
- ✍ *Application and Action*
- ✍ *Participant's feedback sheet*

LESSON SEVEN: *Handling and Preventing Problems with People*

- ✓ Opportunity in Every Difficulty
- ✓ An Ounce of Prevention
- ✓ Attitudes for Problem Prevention
- ✓ Separating Organizational and Personal Problems
- ✓ Productive Handling of Problems Involving People
- ✓ Dealing with Irrational Behavior
- ✍ *Application and Action*
- ✍ *Participant's feedback sheet*

LESSON EIGHT: *Developing the Potential of People and Training Them*

- ✓ The Key to Increased Productivity
- ✓ Training and Developing the Right People
- ✓ The Benefits of Training and Developing People
- ✓ Principles of Learning
- ✓ The Development and Training Process
- ✓ Your Attitude Toward Training and Development
- ✓ The Manager and the Bottom Line
- ✍ *Application and Action*
- ✍ *Participant's feedback sheet*

Review and Participants Graduation