

Leadership Skills for First-Time Supervisors

Description

The Leadership Skills for First-Time Supervisors program overviews the transition from being an associate to becoming a leader. It discusses the three paradigm shifts a new leader needs to make in terms of value, time, and skills. The program also introduces participants to two critical skills new supervisors must develop to be effective in their new role:

- Effective use of time to ensure time is spent with associates while balancing the competing demands placed on them, and
- The ability to develop others to ensure the successful obtainment of business goals.

Objectives

After this training program, the trainees should be able to:

- Explain the importance of the transition from an associate role to a leader role.
- List activities in the four time management quadrants.
- Develop a formal coaching session based on a three stage process.
- Create a coaching environment that is conducive to learning.

Audience

This program is designed for leaders who are new to a leadership role.