

Improving Supervisory Skills

Thurs, April 5, 2018 @ Physicians Pavilion 1230 E. 6th Ave, Winfield 8:30-3:00 Class time

Price: ~~\$249.00~~ @ Wichita State

COWLEY FIRST PRICE \$150.00

Lunch provided

Led by Dr. Gerald Graham

DESIGNED FOR:

This seminar is designed for the newly promoted supervisors, soon to be promoted team leaders and managers that find it necessary to get work done through their employees. Experienced supervisors should attend to review and update their skills. You're sure to appreciate the refreshing insights given in this one-day program.

Outline:

What Does a Supervisor Do?

- Skills of doing
- Skills of supervising
- Difference between good and poor supervisors

Establishing Objectives

- How to define objectives
- Major problems
- How to develop employee commitment
- How to resolve employee conflicts

Improving the Art of Delegation

- What is authority?
- Problems in delegation
- How to give an order
- How to criticize

Problems in Communication

- How to communicate upward
- How to communicate downward
- How to handle informal groups

What Motivates Employees?

- How to understand employee needs
- How needs motivate
- Assumptions about employees
- Theory X and Y
- The marginal employee

Employee Discipline

- Rules and regulations
- Philosophy of discipline
- Why employees become problems
- How to apply the discipline

Improving Leadership Ability

- Power and leadership
- What makes good leaders?
- Autocratic or democratic
- Leadership styles
- How to put emphasis on the job

Seating is limited. To register contact Cowley First at (620) 221-9951 or (620) 442-3094 or email dfirebaugh@cowleycounty.org.
Deadline March 27 unless class fills sooner.