

# THE SUPERVISOR'S TOOL KIT



## *Building credibility and motivating people.*

The *Supervisor's Tool Kit* is a practical course targeted at equipping supervisors with the tools to transition them from the credibility of a front line employee to a leader committed to the direction of the company. The *Supervisor's Tool Kit* focuses on levels 1 and 2 - Responsibility and Relationships - of TMI's comprehensive program, *The 6 Levels of Leadership*.

### Training Goals:

- ❖ **Build** your credibility as you learn to lead former peers.
- ❖ **Implement** six strategies to manage employee morale.
- ❖ **Identify** your strengths and create a development plan through the Extended DISC® Personal Analysis to minimize your weaknesses through development and delegation.
- ❖ **Learn** how to prepare for an interview and hire the right team.
- ❖ **Develop** a communication strategy to improve morale and productivity.
- ❖ **Learn** to improve your ability to motivate, communicate, and manage a diverse team.
- ❖ **Take** control of your time and schedule and maximize your productivity.
- ❖ **Create** a fair and consistent management approach with clear goals, legal compliance, and effective coaching strategies.
- ❖ **Reduce** employee turnover costs by using the latest hiring and management strategies.
- ❖ **Determine** how to handle the toughest employee performance issues.
- ❖ **Keep** top performers at the highest level without burning them out.
- ❖ **Originate** project plans and set goals that will keep your team focused.

Course Version:	1 Day 2 Day or 3 Day
Recommended Class Size:	15-20
Materials:	Manual Reinforcement Cards
Assessments:	Extended DISC®
Certification:	Yes

