



## Management Skills for Supervisors Training

Our management skills training class includes a total of 10 lessons ranging from various topics that help supervisors improve the way they manage. Our **live training class** is taught by a professional instructor in person or via Zoom (online) and is intended for any person who is currently in a supervisory role or may be in a supervisory role soon. The management topics are universal and apply to both new and seasoned supervisors.

### Management Skills for Supervisors Training Class Outline

*Below is a list of the lessons and topics covered:*

- Lesson 1: The Supervisor Mindset
- Lesson 2: Learning Different Management Styles
- Lesson 3: A SIMPLE Strategy to Manage People (part 1)
- Lesson 4: A SIMPLE Strategy to Manage People (part 2)
- Lesson 5: Improving Communication Skills
- Lesson 6: Time Management Skills for Supervisors
- Lesson 7: Strategies for Employee Engagement
- Lesson 8: Accountability for Supervisors
- Lesson 9: Change Management for Supervisors
- Lesson 10: Managing Difficult Employees