



Mike Roberts  
President, PDS

*"Give me one day with your people, and I'll give you employees you can count on in tough times."*



## **The Transition From Staff To Supervisor**

*The Keys To Managing People With More Experience Than You*

If you have staff members that are moving to a management position or supervisory role this is the workshop they should attend. We will tailor this workshop for your specific needs. Your workplace examples can also be included in order to make the discussions and exercises specific to the attendees. Those participating will get their questions answered, and receive "real time" coaching.

### **Workshop Agenda**

- **Critical steps to help you shift your mental focus from staff member to supervisor.**
- **Managing the different personality styles of your employees.**
- **Mastering delegation to help you grow your people.**
- **Managing by objectives for first time supervisors.**
- **Avoiding common pitfalls involved in this transition.**

### **Experience These Benefits**

- ✓ **Communicate effectively as a manager.**
- ✓ **Know when to be flexible and when to stand firm.**
- ✓ **Building trust and gaining respect.**
- ✓ **Time management skills that work!**
- ✓ **What you need to know about hiring and firing.**
- ✓ **Learn to think like a leader.**
- ✓ **Hone your communication skills.**
- ✓ **And much, much more.**

*"Your unique style is entertaining, and at the same time it is impossible for a person to leave one of your sessions without feeling motivated and inspired by what they have learned."*

**Pamela Stephens, President  
Security One Federal Credit Union**