LEARNING to LEAD

A Professional Development Series for Staff Seeking a Career in Supervision

Learn how to make the transition from managing your own work to managing others

Focus on the everyday roles and responsibilities of the supervisor

Nomination forms are due April 1, 2016

If interested, speak with your supervisor. A nomination form must be completed by the nominee and his/her supervisor with an acknowledgment that supervision is a realistic career goal within the next 2 years.

Visit hr.nd.edu/ and search Learning to Lead for more information and a nomination form.

What Supervisors Do – Week 1
- Identify the roles and everyday responsibilities of a supervisor
- Understand today’s diverse workforce
- Establish an environment that motivates the individual and inspires teamwork
- Manage up, down and sideways

Making the Transition – Week 2
- Make the mental and behavioral moves from peer to supervisor
- Use specific tactics for building rapport and relationships early on
- Set up structure and processes: individual touch bases, team huddles, staff meetings
- Ask an “Expert”: Panel of new and experienced supervisors

Critical Thinking and Problem Solving – Week 3
- Learn basic steps for problem-solving
- Apply both creative and critical thinking to make decisions and solve problems
- Learn techniques for team problem-solving

Establishing Direction and Staying On Track – Week 4
- “Start slow to go fast”: Using “Leadership Assimilation” to get started
- Establish mechanisms to maintain momentum towards goals
- Use feedback to coach for good performance

Participants must attend all four 3.5 hour sessions and complete any pre-work assigned for the sessions.

To learn more about this program, contact askHR at (574) 631-5900 or visit hr.nd.edu.