LEARNING to LEAD

A Professional Development Series for Staff Seeking a Career in Supervision

• 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

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

• 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

Focus on the everyday roles and responsibilities of the supervisor

• Learn basic steps for problem-solving
• Apply both creative and critical thinking to make decisions and solve problems
• Learn techniques for team problem-solving

Critical Thinking and Problem Solving – Week 3

Making the Transition – Week 2

Establishing Direction and Staying On Track – Week 4

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

Nomination forms are due upon registration through Endeavor.

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.

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