

# 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 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/](http://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.*