

# Quick Start for Supervisors™



This series equips participants to handle the role of supervisor more effectively, increasing morale, productivity, and profitability. Once individuals complete this training program, they're off and running in their role as supervisor! Check out the testimonials on YouTube!



\*Materials fee may apply.

## Moving from Peer to Supervisor

Moving from peer to supervisor • Understanding the role of management • Getting things done through people • Dealing with delicate situations • Strategies for dealing with negativity

## Effective Communication

Reviewing the basic principles of effective communication • Reaching shared understanding • Increasing listening capabilities • Building trust

## Working with Others...Different People, Different Needs (Everything DiSC®)

Understanding and working positively with different work styles • Creating positive work environments • Tapping into the talents of the group

## Setting Standards and Giving Performance Feedback

Setting and reviewing performance objectives • Setting and reviewing minimum performance standards • Determining acceptable levels of performance • Documenting performance • Addressing generational differences regarding expectations

## Time Management, Delegating, and Dealing with Conflict

Time management and prioritization • The obstacles associated with delegating • Knowing what you can and cannot delegate • Dealing with conflict

## Coaching for Improved Performance

Conducting disciplinary conversations • Monitoring and coaching sub-standard performance • Providing and receiving timely feedback • Dealing with the non- or low-performer

## Business Basics

Understanding how a profitable business operates • Basics of financial statements • Conducting effective meetings • Handling the challenges and conflicts of group meetings

## Project Management

Effectively managing projects • Time management obstacles • Communicating project management concerns

*"Quick Start is understandable and is so thorough; it's covered every aspect of supervising."*

-Participant



Next Series Begins: **Tuesday, September 19, 2017**

*\*Module 6 will take place on Thursday, October 26, 2017.*

*This is the ONLY session which is not on a Tuesday.\**

*Each Series consists of eight modules (one module per week for eight weeks)*

Quick Start Refresher.....Available Upon Request  
*Single session Only*

**\$1295 per participant per series; 8am - Noon**

**P•A•S Associates Training Center**

**1401 19<sup>th</sup> Street, #110 • Kress Building**

*(southwest corner of 19<sup>th</sup> and K Streets in downtown Bakersfield)*

If you would like to register one or more participants for this series, please contact our office at (661) 631-2165 or email us at [Training4You@PASassociates.com](mailto:Training4You@PASassociates.com).

***Workshops are presented in the P•A•S Training Center OR on-site at YOUR location! We can customize any workshop for your team.***

*Registration may close 72 hours prior to a training session. Cancellations received up to 10 calendar days prior to the training session or beginning of the training series are refundable, less an administrative/materials fee. After that time, cancellations are subject to the registration fee.*



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*Our priority is people. Our product is service.*