

# Quick Start for Supervisors™



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 You Tube!



## Moving from Peer to Supervisor

Moving from peer to supervisor • Understanding the role of management • Dealing with negativity and conflict

## 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 the talent of the group

## Setting and Documenting Performance Expectations

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

## Time Management, Prioritizing, and Delegating

Knowing what you can and cannot delegate • Time management • Prioritizing

## Coaching for Improved Performance

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

## Business Basics

Understanding how a profitable business operates • The basics of a profit and loss statement • How the supervisor affects the bottom line • Conducting effective meetings and handling their challenges and conflicts

## Project Management

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

*\*Materials fee may apply.*

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

—Participant



**Sessions Begin: 3/23/17, and 9/19/17**

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

**Quick Start Refresher . . . . . Available Upon Request**

*Single session only*

**\$1,295 per person per session: 8am – Noon**  
**P•A•S 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 these sessions, 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 OR live online! 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.*