



## Supervision

Leadership is about earning trust and respect through modeled behaviors and actions. Leaders must recognize the value that employees bring to the organization, harness their potential, and guide them towards achieving a well-communicated vision.

Leadership is a team effort that involves more than just faithful followers, but also includes peers and superiors within a collaborative environment of continuous improvement, growth, and change.

One of the most difficult transitions in one's leadership journey is when a person becomes directly in charge of others, the supervisor or manager.

This 12-unit program teaches the values, skills, and actions associated with supervision and being a leader. Each unit in the 12-unit program is about 4-5 learner hours. Units can be completed independently or in sequence.

## Learning Outcomes

1. Compare and contrast the applications of leadership and supervision.
2. Describe methods for understanding a workplace environment.
3. Apply proper communication strategies for being an effective leader.
4. Implement methods for effective leadership of a team.
5. Conduct performance management reviews.
6. Practice the art and skills of supervision.
7. Support compliance in the workplace.
8. Plan and organize the work of others.
9. Support both internal and external customers.
10. Implement strategies for effectively leading change.
11. Perform continuous improvement activities.

## Recommended Learners

- Undergraduate Students
- Graduate Students.
- Academic leveling course for graduate students.

## Coaching and Building Trust

**Schedule Video-Based Coaching.**

Check in with your team members every day, just as you would if you were in an office situation. Help them and encourage them. Use the time to broaden their capabilities and expand their potential.



**Build Trust**

Your Team and set up work-from-home guidelines, such as emails must be responded to within 24 hours, use text for urgent matters, and no calls between certain hours to make sure teammates are not working around the clock.



*An example of a learning event in our Leading Edge Learning modules. The types of instructional content within the modules include: readings, videos, transcripts, audios, interactive questions, offline application exercises, flash cards, narrated presentations, matching exercises, relevant articles, downloads, a final exam, and other activities designed to engage learners based on recognized science of learning educational concepts.*

**Applications and Best Practices**

- ✓ Integrate in a course or program on management, business administration, or human resources.
- ✓ Professional development for continuing education or refresher of skills.
- ✓ Develop skill sets of working professionals.
- ✓ Use as a refresher course for leaders.
- ✓ Develop skills for coaching and mentoring.

**Pricing**  
**Module is Approximately 55-60 Learner Hours**

1-100 Learners per Year	101-500 Learners per Year	500+ Learners per Year
\$285 per Learner	\$270 per Learner	\$255 per Learner