

## Supervisor-Manager Development

First line supervisors, including team leaders, supervisors, and managers, are vital for conveying the leader's vision and goals to secure buy-in, accomplish work, and advance change. First line supervisors are directly responsible for one or more individuals of an organizational team.

Supervisors create and oversee their team's workflow, or the tasks required to complete a job. Supervisors must define goals, communicate objectives, and manage team performance.



## Solutions

**Individually selected modules.** Learners complete selected modules aimed at improving specific leadership skills. This option works best if the intent is to use the modules within a course as weekly assignments. The total number of learner hours depends on the number of modules selected for leadership skill development.

**Leadership Foundations.** The importance of leadership in our 21st Century world cannot be understated. Leadership is what differentiates successful organizations from failing ones. It is also what distinguishes the more successful individuals from others.

The purpose of this module is to focus on the BE, KNOW, and DO foundations of leadership. The character of the leader is the BE dimension, the values and attributes that define the leader. The leader must also understand the technical and people skills, the KNOW dimension. The leader must exemplify their values and put their knowledge into action, the DO dimension of leadership.

**Supervision.** One of the most difficult transitions in one's leadership journey is when a person becomes directly in charge of others, the supervisor. Not only are you doing the work required by the organization, but you are also supervising the work of others.

Although there are many titles for this position that are used throughout the world, including a manager, frontline supervisor, and team leader, the position requires a universal role – supervision. To be a good supervisor, one must be a good leader. Leadership is an action-packed, hands-on effort that frequently includes hard choices, ethical dilemmas, solid people development skills, and a faithful adherence to strong values.

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 your peers and superiors within a collaborative environment of continuous improvement, growth, and change.

The purpose of this module is to teach the values, skills, and actions associated with supervision and effective leadership.

### Individual Modules

- Business Ethics (3-5 hours, \$49)
- Business Leadership (3-5 hours, \$49)
- Delegation (3-5 hours, \$49)
- Employee Performance Management (3-5 hours, \$49)
- Entrepreneurism (12-15 hours, \$150)
- Leadership Communications (3-5 hours, \$49)
- Leadership Decision-making (3-5 hours, \$49)
- Leadership Essentials (3-5 hours, \$49)
- Leadership Foundations (25-30 hours, \$285)
- Leadership Refresher (12-15 hours, \$150)
- Leadership Styles (3-5 hours, \$49)
- Leading Change (3-5 hours, \$49)
- Leading Organizations (55-60 hours, \$285)
- Leading Teams (3-5 hours, \$49)
- Leading the Leaders (3-5 hours, \$49)
- Managing Conflict (3-5 hours, \$49)
- Mentoring (3-5 hours, \$49)
- Supervision (55-60 hours, \$285)
- Business Leadership, Operations, and Strategy (100-110 hours, \$395)

### Applications and Best Practices

- ✓ Include online modules to fill curriculum gaps within courses on leadership.
- ✓ Instructional content for management program.
- ✓ Components of a career readiness course that includes supervision.
- ✓ Round out a course on leadership.
- ✓ Leadership refresher training.
- ✓ New supervisor training.
- ✓ Preparing an employee to become a supervisor.
- ✓ Online supervisor/manager training.
- ✓ Step-up supervisor training.

### Pricing

**Pricing** is based on number of learner hours and the annual expected quantities. Modules are sold individually and in course packs. **Contact us** to develop a customized solution that works for your specific requirements.

**Course Pack Lite** includes a combination of individual topic-based modules up to 15 learner hours, e. g., two academic leveling modules and Write & Cite®. A Course Pack Lite also includes individual mid-duration modules, approximately 12-15 learner hours each.

**Course Pack** includes a combination of individual modules up to 60 learner hours. A Course Pack also includes individual longer-duration modules, approximately 20-60 learner hours each.

**Course Pack Plus** is a combination of individual modules up to 135 learner hours.