First Time Supervisor: Strategies for a Successful Transition

Description: Gain access to the success game plan you've been looking for, and successfully create who you need to be for your new role and responsibilities.

How can you avoid the mistakes and unexpected challenges that can come with being a new supervisor? You'll learn the key factors that make for a smooth, effective transition to supervisor. We'll begin with the early, foundational stage of your job, when strong supervisory skills get established. We'll cover the all-important assessment process, proceeding to the elements that most ensure supervisory success.

You'll discover the hidden aspects that impact supervision in different work environments, along with critical components that will drive your ultimate success. Succeeding as an individual contributor or team member in your organization is a different skill set than succeeding as a supervisor. The habits, skills and qualities that got you promoted as an employee need to be revisited and reviewed in the context of your new, larger supervisory role.

Learning Objectives
- You will be able to describe what happens when you're a new supervisor.
- You will be able to discuss leadership skills vs. management skills.
- You will be able to identify skilled vs. unskilled labor.
- You will be able to review critical factors to success as a new supervisor.

Contents:
- What Happens When You're a New Supervisor
  - Changed Relationships With Peers
  - Perceptions of Authority, Behavior
  - From Union to Nonunion

- Savvy Assessment: Soft and Hard Skills
  - Three Critical Meetings: You, Your Manager, Your Reports
  - Assessing Your Supervisory Skills
  - Getting Clear: Your Manager
  - Assessing Your Direct Reports

- Filling In the Gaps: Supervisory Skills Training
  - Short Term Seminars
  - Long Term Group Training
  - Continuous Improvement for Company Goals
  - Individual Performance and Development

- Leadership Skills vs. Management Skills
  - Expertise and Expectations

- Coaching vs. Mentoring
  - Investment, Goals

- Skilled vs. Unskilled Labor
  - Intention, Mindset

- Technical vs. Administrative

- Implementing Change as a New Supervisor

- Critical Factors to Success as a New Supervisor
  - Why Good Employees Quit
Ordering:

Order Online - http://www.researchandmarkets.com/reports/3765135/

Order by Fax - using the form below

Order by Post - print the order form below and send to

Research and Markets,
Guinness Centre,
Taylors Lane,
Dublin 8,
Ireland.
Fax Order Form
To place an order via fax simply print this form, fill in the information below and fax the completed form to 646-607-1907 (from USA) or +353-1-481-1716 (from Rest of World). If you have any questions please visit http://www.researchandmarkets.com/contact/

Order Information
Please verify that the product information is correct.

Product Name: First Time Supervisor: Strategies for a Successful Transition
Web Address: http://www.researchandmarkets.com/reports/3765135/
Office Code: SC2GH053

Product Format
Please select the product format and quantity you require:

Quantity
Online Access (Recorded) - Single User: □ USD 99

* The price quoted above is only valid for 30 days. Please submit your order within that time frame to avail of this price as all prices are subject to change.

Contact Information
Please enter all the information below in BLOCK CAPITALS

Title: □ Mr □ Mrs □ Dr □ Miss □ Ms □ Prof
First Name: ___________________________ Last Name: ___________________________
Email Address: * ___________________________
Job Title: ___________________________
Organisation: ___________________________
Address: ___________________________
City: ___________________________
Postal / Zip Code: ___________________________
Country: ___________________________
Phone Number: ___________________________
Fax Number: ___________________________

* Please refrain from using free email accounts when ordering (e.g. Yahoo, Hotmail, AOL)
Payment Information

Please indicate the payment method you would like to use by selecting the appropriate box.

☐ Pay by credit card: You will receive an email with a link to a secure webpage to enter your credit card details.

☐ Pay by check: Please post the check, accompanied by this form, to:
Research and Markets,
Guinness Center,
Taylors Lane,
Dublin 8,
Ireland.

☐ Pay by wire transfer: Please transfer funds to:

<table>
<thead>
<tr>
<th>Description</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Account number</td>
<td>833 130 83</td>
</tr>
<tr>
<td>Sort code</td>
<td>98-53-30</td>
</tr>
<tr>
<td>Swift code</td>
<td>ULSBIE2D</td>
</tr>
<tr>
<td>IBAN number</td>
<td>IE78ULSB98533083313083</td>
</tr>
<tr>
<td>Bank Address</td>
<td>Ulster Bank, 27-35 Main Street, Blackrock, Co. Dublin, Ireland.</td>
</tr>
</tbody>
</table>

If you have a Marketing Code please enter it below:

Marketing Code: __________________________

Please note that by ordering from Research and Markets you are agreeing to our Terms and Conditions at http://www.researchandmarkets.com/info/terms.asp