



Corporate Training Main #:  
239-433-6963  
Fax #:  
239-489-9051

## Department of Corporate Training

### Essential Skills for the Supervisor

*This one day workshop will focus on the areas and topics that the supervisor will encounter and deal with. The areas that will be covered will include gaining acceptance of their peers and supervisors, setting realistic goals with their employees, time management and organization, managing upwards, feedback, motivation and team building, the current diverse workplace and employee.*

#### ***Target Audience: New or Experienced Supervisors***

*The content will cover the essential skills they will need to have and develop to set them up to succeed with their team.*

- *The 5 Essential Skills of Effective Supervisors*
- *Personal Change Management*
- *Managing Up*
- *Setting Goals and Levels of Authority*
- *Giving and Receiving Feedback*
- *Impacting and Improving Team Performance*
- *Legal Considerations*
- *Style/Personality Profile*

#### ***Essential Skills for the Supervisor***

***Please Call for Dates and Cost.***

***Instructor: TBA***

#### **NOTICE OF NON-DISCRIMINATION**

Florida SouthWestern State College is committed to providing an educational and working environment free from discrimination and harassment. All programs, activities, employment and facilities of Florida SouthWestern State College are available to all on a non-discriminatory basis, without regard to race, sex, age, color, religion, national origin, ethnicity, disability, sexual orientation, marital status, genetic information or veteran's status. The College is an equal access/equal opportunity institution. Questions pertaining to educational equity, equal access or equal opportunity should be addressed to the College's Equity Officer.

The College's Equity Officer/ADA and Title IX Coordinator is:

Director, Human Resources  
Royal Palm Hall, N-120 – Lee Campus  
8099 College Parkway SW  
Fort Myers, FL 33919  
(239) 489-9293