How to Successfully Make the **TRANSITION TO SUPervisor**

Make sure that you’re **100% ready** to handle the **unique challenges** that come with making the jump from **Staff to Supervisor**

This **One-Day Training** has everything you need to successfully make the transition, including:

- How to adjust to changing work relationships
- Establishing and maintaining credibility
- Management pitfalls to avoid
- Motivation skills of the experts
- Communicating with tact and finesse across job levels
- Developing your personal leadership style
- Disciplining and correcting problem behaviors

**And much more!**

Enroll today online at NationalSeminarsTraining.com/YSFSS or call 1-800-258-7246.
Successful supervision is all about preparation – this training will make sure you’re ready!

Management is not an easy job, especially when you’re new. Whereas before you only had yourself to worry about, now you’re responsible for leading a team. And this includes lots of responsibilities and expectations that you may not be prepared to deal with.

But don’t worry, we’re here to help! Featuring the proven skills and expert strategies you need, How to Successfully Make the Transition to Supervisor will help you tackle any issue you face, from communication nightmares to motivation strategies.

Master the fundamentals of supervision in just one day!

You’ve got a job to do, so you don’t have time to waste on training that may or may not be helpful. And that’s exactly why we created How to Successfully Make the Transition to Supervisor.

Sign up for this fun and fast-paced one-day seminar and you’ll learn to successfully navigate the world of management, while avoiding pitfalls and capitalizing on your strengths. Designed with you in mind, this training contains all the information you need to make the jump from employee to manager smooth and effective.

You’ll learn:
• Communication strategies to keep things flowing smoothly
• How to avoid the most common mistakes of new supervisors
• How to manage former coworkers the right way
• Motivation techniques that really work
• How to resolve conflicts to keep everyone satisfied
• Much more!

Get all the skills you need to be a master supervisor from day one!

By knowing what’s expected of you and using successful supervision strategies, you’ll get everything you need to be as successful at your new position as you were at your last. If you’re new to management, or even the slightest bit uncomfortable supervising former peers, then this is one training you can’t afford to miss. What are you waiting for? Sign up now!
Your new role
- Adapting to your new position and added responsibilities
- The boss-employee dynamic and how it affects you
- 5 common mistakes new supervisors make
- Building trust and respect
- Finding your personal leadership style
- Eliminating roadblocks to your success

Leading with skill and poise
- Establishing your authority without appearing “bossy”
- Managing your time and priorities effectively
- Keeping your cool when things go haywire
- How to effectively delegate responsibilities
- Conflict resolution that will leave all parties satisfied

Communicating for maximum effect
- Supervisor talk: the keys to successful communication
- Gathering and giving effective feedback
- Communicating up and down the job ladder
- Nonverbal communication and how to ensure you’re sending the message you intended
- Resolving communication barriers and problems

Dealing with former peers
- Simple strategies to deal with ill will from your promotion
- Using personal relationships for your gain: a how-to
- Managing friends and close associates
- Dealing with criticism from your team
- Encouraging frank discussion with your former peers
- Disciplining problem employees
- The right way to manage employees who are older than you

Expert motivation techniques
- Giving feedback the right way, without hurting feelings
- Vital listening skills that will make your job easier
- Setting a good example to get the most from your team
- Identifying and motivating chronic underachievers
- Using the right motivational technique for each situation

Master management problem solving
- Common management problems and their causes
- Identifying issues before they arise
- Determining the impact of solutions on your team
- Strategies for making tough and unpopular decisions
- Keeping your cool when dealing with problems

A LOOK AT WHAT YOU’LL LEARN:
REGISTRATION BEGINS AT 8:30 A.M. WORKSHOP HOURS: 9 A.M. TO 4 P.M.

What others are saying about our training:
“Energetic, involving and stimulating.”
– Z. Betten

“Self-motivating!”
– M. Silva

“Great! Really enjoyed the interaction and the trainer.”
– B. Jenkins

“The trainers were great! Can’t wait to see them again.”
– M. Angelorr

Manage different personalities with confidence and skill – we’ll show you how!
As a new supervisor, you’re now responsible for overseeing others. Unfortunately, you probably haven’t received a lot of training in how to handle different personality types. Sign up for How to Successfully Make the Transition to Supervisor and learn to handle:

Resentful Rick – This employee feels that he is more qualified than you and should have gotten the promotion instead. He has lots of ill will toward you and will go out of his way to try to sabotage your success. Learn how to win him over to your side.

Exploitative Ellen – You have a good personal relationship with this former coworker. Now that you’re her boss, she’ll try to exploit that for her benefit. She’ll show up late, miss deadlines, and generally not work very hard, assuming that your congenial relationship will protect her. Get the strategies you need to bring her back on track without hurting your relationship.

Friendly Fred – This team member is also someone you have a friendly relationship with. He’s a good worker and is happy for you about your promotion. But because you’re such good friends, other team members feel like you’re playing favorites by giving him the good projects and treating him differently. Learn how to successfully manage this employee without alienating other team members.

Generational Georgette – This team member is from an older generation. She’s always talking about how things used to be done. She’s been with the company forever but barely knows how to use e-mail, let alone any of the new technologies you’re dealing with. We’ll show you how to relate to her in a way that makes her feel like an important part of the team.

Slacker Steve – This guy was always slacking when you were peers, but for some reason, management never seemed to notice. Now that you’re the boss, he’s continuing his lazy behaviors. Get the skills you need to assert your authority and motivate him.

These are just a few of the different personalities you’ll encounter as a new supervisor. Sign up for How to Successfully Make the Transition to Supervisor and make certain you’re ready to handle any situation you face! What are you waiting for? Sign up now!

Group Discount: When 3 enroll from your organization, a 4th attends FREE!
To Enroll ...

Registration Information

Our Registration Center is open weekdays from 7 a.m. to 7 p.m. CST. Enrollments taken online 24/7.

Group Discount: When 3 enroll from your organization, a 4th attends FREE! Group discounts apply to seminar registrations only, and cannot be used for STAR12.

Check-in begins at 8:30 a.m. The workshop schedule is 9 a.m. to 4 p.m. Lunch is on your own.

Cancellation: If you cannot attend, you may send a substitute or receive full credit toward a future enrollment. For cancellations made 5 or more business days before the event, you may request a refund less a $10 enrollment fee. For enrollments made in conjunction with a STAR12 purchase, the STAR12 cancellation rules apply – visit the Information Center at NationalSeminarsTraining.com.

CEUs: Continuing education credit may be recognized by your professional board. Contact your own board to find out what’s required. Call our CEU/CPE specialist at 1-800-258-7246, ext. 3100, if you have any questions.

Tax Deduction: The expense of continuing education, when taken to maintain and improve professional skills, is tax deductible. Please contact your accountant for complete details.

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Group Discount: When 3 enroll from your organization, a 4th attends FREE! Group discounts apply to seminar registrations only, and cannot be used for STAR12.

Workshop Schedule

Close Skill Gaps. Engage Employees. Improve Performance. For more information or to receive a free needs analysis, call 1-800-344-4613 or email us at onsite@natsem.com.

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How to Successfully Make the
TRANSITION TO
SUPERVISOR

Don’t waste time on trial and error. Start excelling as a supervisor right away!

This fun and entertaining one-day training will give you all the skills you need to ease the transition and succeed as a manager from day one.

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