



## MindMatters Learning Supervisor's Academy

\$2,495 all-inclusive courses and 2 hours of leadership consulting

Courses are delivered using live virtual, in-person and on-demand options

Course Begins:

~~August 13, 2024~~ Class is Full

September 17, 2024

<p style="text-align: center;"><b>Supervisor's Academy</b></p> <p style="text-align: center;">Who Should Attend: New Supervisors or those who want to improve their leadership skills</p> <p style="text-align: center;">Course is 3 weeks 1-2 classes per week</p> <p style="text-align: center;"><i>September 2024 Bonus: 2 hours leadership consulting</i></p>	<p><b>Highlights:</b> The Supervisor Academy is for new supervisors, those aspiring to move into management or a refresher for experienced leaders. The sessions are designed to introduce management skills to all employees. Regardless of the difficulty and complexity of your work environment, you'll leave each class with new ideas.</p> <p>Although some theory is presented, the primary emphasis is on understanding and skill development. The course schedule is offered 2 days a week for 3 weeks. Participants can apply their new skills immediately.</p>
<p style="text-align: center;"><b>Verbal and Written Communication</b></p>	<p><b>Highlights:</b> Spelling, Grammar and Punctuation, Manage Inbox, Speak to Your Reader. All You Need Outlook experience and etiquette.</p> <p><b>You will:</b> Although this workshop may be a refresher for some attendees, concepts are considered core supervisor skills. The participants will apply basic writing and speaking concepts. The most common business documents (such as proposals, reports, and agendas), are utilized for real world experience.</p>
<p style="text-align: center;"><b>Decision Making and Negotiation Skills</b></p>	<p><b>Highlights:</b> Being able to negotiate well is critical for any professional. You need to clarify what you hope to gain from negotiating, as well as understand the other side's objectives to reach a mutually beneficial result.</p>
<p style="text-align: center;"><b>Evolving Into the Supervisor's Role</b></p>	<p><b>You will:</b> This course is for those taking on supervisory positions looking to motivate and engage their employees. Amidst challenges such as determining their leadership style, communicating with former peers, and providing feedback that is more readily accepted. The emphasis is on making the change from being a co-worker to engaging in a position of authority while at the same time maintaining a sense of control and expedience.</p>



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<p>Effective Leadership through Coaching</p>	<p><b>Highlights:</b> Leaders use a coaching model in which supervisor's facilitate problem solving and encourage employees' development by asking questions and offering support and guidance rather than giving orders and making judgments.</p>
<p>Thinking with Critical Insight</p>	<p><b>Highlights:</b> Students will learn to explore challenges, defy incorrect assumptions, and look at things with new and differing perspectives, incorporating these insights into your thought processes, and enabling them to find solutions to even the most difficult tasks.</p>
<p>Streamlining Your Daily Workflow</p>	<p><b>Highlights:</b> This course is for those interested in improving their daily productivity and finding ways to get more done without requiring more time. The focus is on finding more efficient and effective methods that require minimum disruption and provide maximum return. Students will explore alternatives to their current processes and discover options that they can utilize immediately.</p>