



## ★ **Stepping-Up** – A Roadmap for New Supervisors ★

### **Overview**

If you are a new or an aspiring supervisor, the one-day *Stepping Up* workshop will give you an accurate, real-life picture of what it means to be a supervisor.

The *Stepping Up* workshop provides a scope for the position of supervisor, looks at real life concerns and pitfalls, provides an action-orientated performance model to help you make effective decisions with respect to your employees, and examines the knowledge, skills and required to become a successful supervisor. Importantly, the concluding workshop activity helps participants to analyse their strengths and development needs and helps them create an action plan to develop their supervisory competencies.

### **Topics**

- ⇒ The Role of Supervisor
- ⇒ Challenges
- ⇒ Taking the First Step
- ⇒ Performance Components
- ⇒ Provide Clear Expectations
- ⇒ Enhance Ability
- ⇒ Promote Engagement
- ⇒ Supervisory Competencies
- ⇒ Your Personalised Roadmap

### **Learning Outcomes**

- ✓ Understand the role of supervisor
- ✓ Effectively deal with the challenges that new supervisors face
- ✓ Implement the steps needed to get started as a new supervisor
- ✓ Apply the principles to build credibility as a supervisor
- ✓ Employ performance components when supervising
- ✓ Prepare a personalised road map to develop your supervisory knowledge and skills

### **Delivery**

*Stepping Up* is presented as a one-day workshop. Public and in-house courses are available.

### **Target Audience**

Whether you have recently become a supervisor, will soon be promoted to the position, or are seriously considering becoming a supervisor, *Stepping Up* is the key to realising your full potential.

### **Information and Bookings**

Please phone Plum Results on 02 6495 2756 or email [admin@plumresults.com.au](mailto:admin@plumresults.com.au).