



JUMP START for Supervisors and Managers

"People leave managers, not companies"
"Time is the multiplier. The more energy and attention you invest in it, the greater the yield. The time you spend with your best is, quite simply, your most productive time."

- Marcus Buckingham, *First Break All the Rules: What the World's Greatest Managers Do Differently*

In-Person Classroom Sessions

Tuesdays • 10 am- Noon

Sep 23-Nov 16

• Full Series: \$200

• Individual sessions: \$30 each

All print handouts are included, with a three-ring binder and dividers for series attendees.



ZOOM Option

Wednesdays • 1-3 pm

Oct 18-Dec 18

Full Series ONCE: \$200

Handouts are sent by email weekly and recordings are available for one week following each session. Application activities are tailored for Zoom and all students are asked to help participate in break-out session discussions.



Topic Descriptions

Transition to Supervising

Classroom: Sep 26 @ 10am- Noon **Zoom:** Oct 11 @ 1-3pm

Lay the groundwork for supervisory success by exploring different management styles, setting appropriate expectations and learning how habits that make a great "boss."

Communication Tools

Classroom: Sep 26 @ 10am- Noon **Zoom:** Oct 11 @ 1-3pm

Learn how processing styles impact communication, practice listening and asking questions effectively, and understand the keys to taking the performance coach.

Keys to Conflict Management

Classroom: Oct 13 @ 10am- Noon **Zoom:** Nov 1 @ 1-3pm

Discuss key elements of conflict resolution and consider multiple techniques for guiding contentious situations to positive outcomes.

A Culture of Accountability

Classroom: Oct 20 @ 10am- Noon **Zoom:** Nov 8 @ 1-3pm

Work with accountability to clarify goals, establish expectations, build confidence and achieve your desired results.

Performance Coaching

Classroom: Oct 27 @ 10am- Noon **Zoom:** Nov 15 @ 1-3pm

Provide fair and most positive feedback to enhance employee skills and help them meet performance goals while finding their most rewarding and inspiring you.

Time Management

Classroom: Oct 26 @ 10am- Noon **Zoom:** Nov 22 @ 1-3pm

Focus on strategies to maximize your work time to feel productive and reduce stress - including the art of delegation and recognizing time drains.

Taking Charge of Change

Classroom: Nov 7 @ 10am- Noon **Zoom:** Nov 29 @ 1-3pm

Understanding typical human reactions to change, you can reduce misunderstandings and anxiety, help employees accept changes more quickly and increase decreased productivity.

Creating Strong Teams

Classroom: Nov 14 @ 10am- Noon **Zoom:** Dec 6 @ 1-3pm

Focus on steps you can take to help the members of your team connect with each other and work more productively together.

Developing a Leadership Mindset

Classroom: Nov 21 @ 10am- Noon **Zoom:** Dec 13 @ 1-3pm

Broaden your perspective on how to create strategy, keep your team strong and visualize a profitable future for your organization.

Allison McCarty brings to her instruction a powerful combination of high energy and practical tools, with consistently new courses both through her business and as an adjunct faculty instructor to the PCC Continuing Education Center. Allison began her career working for several large corporations in a variety of leadership positions. Since 1995, she has been running her own management and executive training business, having effectively instructed thousands of people on technical computer, interpersonal and management skills.