

LEADERSHIP SKILLS FOR SUPERVISORS

Get the skills that propel you to the next level of success.

Seminar #2517

Overview

You will explore how to maintain technical expertise while demonstrating the right type of leadership. This seminar will give you the personal, interpersonal and group skills to be influential in one-on-one situations, facilitate group performance and become an effective leader.

Schedule

- [3] days
- [3] days - \$2,195 Non Members
- [3] days - \$1,995 AMA Members
- [3] days - \$1,708 GSA

Credits

1.8 CEU

Schedule

We have 8 scheduled sessions located nationwide starting between 6/4/2012 - 1/28/2013

| Date | Location | Duration |
|-----------------------------|-----------------------------|----------|
| Jun 4, 2012 - Jun 6, 2012 | Chicago, IL | 3 Days |
| Aug 8, 2012 - Aug 10, 2012 | San Francisco, CA | 3 Days |
| Aug 27, 2012 - Aug 29, 2012 | Arlington/Washington DC, DC | 3 Days |
| Sep 12, 2012 - Sep 14, 2012 | San Diego, CA | 3 Days |
| Oct 22, 2012 - Oct 24, 2012 | New York, NY | 3 Days |
| Nov 26, 2012 - Nov 28, 2012 | Chicago, IL | 3 Days |
| Dec 17, 2012 - Dec 19, 2012 | Atlanta, GA | 3 Days |
| Jan 28, 2013 - Jan 30, 2013 | San Francisco, CA | 3 Days |

Registering more than 4 people, please call 1-877-566-9441.

How You Will Benefit

- Develop interpersonal skills that help you communicate, listen and handle conflicts
- Become more effective at influencing others
- Accomplish goals and control outcomes when dealing with staff, peers, management and other departments
- Learn how to work with groups and teams to solve problems and accomplish projects
- Hold performance discussions that result in changed behavior and enhanced productivity
- Analyze your own style of behavior and recognize your strengths/weaknesses

What You Will Cover

- How to empower yourself and your staff
- What leadership is from the supervisor's point of view
- How to build credibility and trust
- Analyzing effective listening processes and skills
- Learning participative leader skills and techniques
- The three steps of the continuous performance appraisal process
- Coaching, mentoring and how to give constructive feedback
- Decision-making tools for effective leadership
- How to apply problem solving techniques to solve actual problems
- Teams vs. work groups: learning to lead and build personal effectiveness

Who Should Attend

Supervisors who attend this seminar will receive the supervisor training necessary to develop the individual, group and one-on-one leadership skills to keep up with evolving management roles and responsibilities.

Ways to Register

- [Register Online](#)
- Call 1-877-566-9441 for an AMA Training Consultant
- Email customerservice@amanet.org
- Fax [AMA Text Registration Form](#)
- Mail [AMA Text Registration Form](#)