

Are You Ready To Be A Supervisor?

Have you been thinking about applying for a supervisory position but you're just not sure if you have what it takes? The Office of Organizational and Employee Development (OED) is offering a **FREE** course for individuals who are considering moving into supervisory positions. It is designed to equip participants with a basic understanding of what supervisors do and what is involved in the transition to a supervisory role. Training will include a focus on leadership in a supervisory context with emphasis on varying your leadership style to fit specific situations. Participants will also learn how to develop effective work teams and how to manage conflict and performance problems.

Topics include:

- *What's so important about a first-line supervisor position?*
- *Difficulty of transitioning to supervision*
- *Do you want to become a supervisor?*
- *Attributes of good supervisors*
- *Core supervisory principles*
- *Key challenges for new supervisors*
- *Building relationships*
- *Situational leadership*
- *Improving your diagnostic and adaptive skills*
- *Developing effective teams*
- *Stages of group development*
- *Managing conflict*

The training will be offered in 2 formats. Select the one you prefer.

1. Two-day (16 hour) classroom experience:

- **April 3-4, 2013**
- **Denver, CO**

- **June 12-13, 2013**
- **Reston, VA**

2. 4-part webinar series (2-hours each) - an abridged version of the classroom content:

- **July 9, July 23, August 6, August 20, 2013.**

➤ *Those interested in the classroom experience should register in DOI Learn.*

➤ *Those interested in attending the 4-part webinar series should send an email to Kathy Faison at kfaison@usgs.gov.*