

# Are You Ready to Be a Supervisor?

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This 4-session webinar series is intended for individuals who are considering a move 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 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
- Types of teams
- Stages of group development
- Managing conflict

## Bill King

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William (Bill) King has been a lead trainer for Vantage Human Resources Services since 2005. His career of over thirty-years in training and development has been focused on helping people improve their performance in relation to organizational goals. He has delivered supervisory and management training for numerous government agencies, concentrating on developing leadership, enhancing communication within work groups, managing conflict, increasing problem solving and decision making skills, strengthening team performance, and improving the effectiveness of specialized work teams.

Throughout his career Mr. King has lead and managed people in a variety of contexts. He has managed nationwide training projects for federal agencies and was co-founder and vice-president of Resolution Dynamics, Inc., a management consulting firm specializing in training and training development. He was a U.S. Army Special Forces AA@ Team Commander in Germany and Vietnam.

Mr. King has a B.A. degree from Harvard and an M.P.A. (public administration) from American University.

Some of his clients have been:

- U.S. Nuclear Regulatory Commission
- U.S. Internal Revenue Service
- U.S. Peace Corps
- U.S. Department of Agriculture
- U.S. Environmental Protection Agency
- U.S. Geological Survey
- National Aeronautics and Space Administration
- Federal Energy Regulatory Commission
- AMTRAK
- U.S. Department of State
- Federal Highway Administration

## \* closed session details

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**Please note, these sessions are not confirmed at this time. However, we are collecting names of interested people so we can quickly launch the class on time if approved. Please contact Kathy Faison ([kfaison@usgs.gov](mailto:kfaison@usgs.gov)) with questions.**

This training is being offered as a 4-part webinar series (2-hours each). The expectation is that you will register for and attend all 4 sessions in the series, scheduled for the following dates.

- Tuesday, July 9, 2013
- Tuesday, July 23, 2013
- Tuesday, August 6, 2013
- Tuesday, August 20, 2013

### **REGISTRATION INFORMATION:**

Those interested in attending the 4-part webinar series should send an email to Kathy Faison at [kfaison@usgs.gov](mailto:kfaison@usgs.gov) by June 28.