

YOUR FACILITATOR: Karen Main



Karen Main has over twenty-five years of experience working with front-line supervisors, managers, and executives in a variety of industries including local government, IT, Finance, Transportation, and the Water Sector.

An award-winning author, trainer, and consultant, Karen has a passion for helping leaders become their productive best.

Visit www.karenmain.com for more information about her background and credentials.

Contact Information



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PROGRAM COMPONENTS

Moving into Leadership includes:

- Emergenetics@: a psychometric assessment that measures your thinking and behavioral preferences.
- Skill assessment
- Participant workbook
- Activities
- A copy of "Pitfalls & Possibilities: A Leadership Fable," by Karen Main
- 2 full days of facilitated training and learning experiences
- Certificate of Completion
- Follow-up coaching by request

Moving into Leadership is designed for individuals who are new to supervision or for those who seek to expand their knowledge and enhance their leadership skills.

Each program cohort is limited to 24 participants.

This program can be customized to your organization's needs. Please contact us for more information on pricing and availability.



Moving into Leadership

Contemporary approaches and practical skills for new supervisors.

Offered by:



INNOVATIONS IN TRAINING

Give your front-line supervisors a decisive edge

Moving into Leadership provides practical, business-focused skills, approaches, and techniques to teach new supervisors how to:

- Plan and organize work.
- Delegate.
- Assess and evaluate employee performance.
- Document employee performance.
- Provide One-on-One feedback.
- Coach and support direct reports.
- Give recognition and appreciation.

The following topics are addressed through discussion and activities:

- Understanding your role as a supervisor.
- Managing the shift from individual performer to supervisor.
- The importance of Self-Awareness and Emotional Intelligence as a leader.
- How to delegate to increase productivity on your team.
- Using One-on-One meetings to maintain accountability.
- The importance of regular documentation.
- Incorporating authentic and diverse methods to recognize and appreciate your direct reports.



Program Outline

8:00 am – 4:30 pm daily

DAY 1:

AM: Understanding Self through Emergenetics®

Your opening session uses [Emergenetics®](#) to enhance self-awareness and understand your unique leadership style.

PM: The Role of a Supervisor

- Understanding organizational structure
- New paradigms and leadership approaches
- Your role, functions, and responsibilities
- The challenges of moving from individual performer to supervisor
 - Strategies for managing this shift

Self-Assessment

Assess yourself along the spectrum of responsibilities and functions to determine your strengths and challenge areas.

Closing Activity

DAY 2:

AM: Opening Activity

The Art of Delegation

Why is delegation so important?
What happens when you *don't* delegate?
What to delegate.
How and when to delegate.
Case studies for application.

Observing and Evaluating Performance

Understanding your purpose for observing performance.

Documentation

Why is documentation important to your direct reports, your team, your organization, and to you?
What to document. What *not* to document.
Creating a documentation system.

PM: One-on-One Meetings

The importance of One-on-One meetings.
How to conduct a One-on-One meeting.

Recognition and Appreciation

Understanding recognition and appreciation and the role they play.
Group discussion on ideas for recognition & appreciation.

Closing Activity and Reflection

Note: time spent on content areas may vary based on the unique needs of each cohort.