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SUCCEEDING AS A MANAGER OR SUPERVISOR

Who Should Attend:

Managers or supervisors, new or experienced can succeed by developing new skills. Why re-invent the wheel? Learn proven skills and techniques to motivate, train and manage employees effectively.

Training Benefits:

- How to grow into the supervisor role
- How to be an effective leadership communicator
- How to motivate, inspire, involve
- How to make sure essential management functions happen

Overview of Concepts and Deliverables Provided:

- Prioritizing daily responsibilities
- Avoiding common management mistakes
- The relationship between authority and credibility
- Understanding interpersonal relationships
- Your most important resource- your people
- Employee development systems
- Harness worker motivation
- Using feedback for growth
- How to utilize performance appraisals
- Coaching to improve performance
- Personal effectiveness skills for the manager
- Identifying and setting priorities
- Mastering delegation
- Managing emotions and stress
- Creating a positive work environment

“learn something every day, or stagnate...”