

SUPERVISION FUNDAMENTALS

DIGITAL COURSE CATALOG

Included in company membership and available to everyone at no additional cost



The Role of the Leader

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| Why Your Leadership Matters | 5 min |
| The Primary Job Of A Leader | 8 min |
| Why Do You Want To Be A Leader? | 15 min |
| Moving Into Management | 12 min |
| Delegating Work Effectively | 13 min |
| Gaining Buy-In To New Ideas | 15 min |
| Trust - What Builds It & What Destroys It | 7 min |

Leadership Style & Versatility

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|--|-------|
| Where Tension Comes From | 5 min |
| How Differences In Social Styles Cause Tension | 6 min |
| Two Dimensions Of Human Behavior | 4 min |
| The Four Communication Styles | 8 min |
| Strengths And Blind Spots Of Each Style | 7 min |
| How Versatility Improves Effectiveness | 9 min |
| How to Adapt Your Leadership Style | 7 min |

Conflict Communication & Collaboration

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|--|--------|
| Defining Different Types of Conflict | 3 min |
| Preventing Unproductive Conflict | 6 min |
| Fostering Open Communication & Discussions | 4 min |
| Managing Media Communication | 4 min |
| Addressing Third Party Conflict | 4 min |
| Conflict Handling Strategies | 8 min |
| How To Raise An Issue | 10 min |
| Active Listening Skills | 5 min |
| Collaboration Defined | 3 min |
| Win/Win Negotiations | 10 min |

Performance Management & Coaching

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|--------------------------------------|--------|
| Performance Management Defined | 6 min |
| Starting New Team Members Right | 7 min |
| Communicating A Sense Of Purpose | 4 min |
| Setting Goals | 13 min |
| Effective On The Job Training | 8 min |
| Effective Day To Day Feedback | 10 min |
| Sustaining High Levels Of Motivation | 9 min |
| Addressing Poor Performance | 12 min |
| Preparing For A Serious Conversation | 7 min |
| Performance Reviews | 6 min |

Maximizing Team Performance

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|------------------------|--------|
| Building Teams | 6 min |
| High Performing Teams | 12 min |
| Team Decision Making | 5 min |
| Running Team Meetings | 4 min |
| Managing Relationships | 4 min |

Leading People Through Change

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|----------------------------------|--------|
| Change And Transitions | 3 min |
| Moving Yourself Through Change | 8 min |
| Typical Responses To Change | 6 min |
| Your Role As A Transition Leader | 5 min |
| Guiding Others Through Change | 13 min |
| Mastering Moving Towards Goals | 5 min |



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