



SUPPORTING THE FIRST TIME MANAGER

Addressing many of the critical challenges faced by new supervisors.

This kit contains 4 training programs to develop a manager's approach towards supervision.

- Introduction to Supervision and Management Responsibilities
- Managing Time and Projects Effectively
- Communication and Meetings
- Documentation, Delegation, and Development of a Positive Workplace

Plus a bonus program:

- Dealing with Difficult People

Included in the kit are:

- Trainer Lesson Plans
- A Workbook for Participants
- Exercises to Assess Competency

The program addresses many of the critical challenges faced by new supervisors. All programs contain exercises and scenarios that relate to the field.

SUPPORTING THE FIRST TIME MANAGER



- ** Introduction to Supervision and Management Responsibilities
- ** Managing Time and Projects Effectively
- ** Communication and Meetings
- ** Documentation, Delegation, and Development of a Positive Workplace

**DEVELOPED BY:
THE VISIONS CENTER FOR CREATIVE
MANAGEMENT**

P.O. Box 270974
West Hartford, Connecticut 06127
Phone: (860) 521-7684 Web: thevisionscenter.com

Package Contents

Each set contains:

- 87 Page Training Manual
- Power Point Slides CD
- Trainee Workbook

Full Set: \$495.00

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