**ELEET: Electronic Laboratory Employee Enrichment Toolkit**



**Supervisor Training Plan**

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| **Employee Information** | |
| Name: | Mentor: |
| Position: | Manager: |
| **Mandatory Supervisory Classes** *(All classes must be taken within the first year at the supervisory level)* | |
| Domestic Violence and the Workplace for Supervisors  Drug Testing Policy for Supervisors  Americans with Disabilities Act  Performance Planning and Evaluation Program Workshop  Correcting Performance Problems, Part I and II  Your New Management Role  Communication Skills  Lead and Develop Your Staff  New Manager Orientation  Cultural Competency – An ABC Approach to Inclusion | |
| **Leadership Classes\*** (*Select at least 5 classes from the following list*) | |
| **Building a High Performance Team**  Participants will learn a powerful model with actionable steps that can be used to overcome common hurdles caused by office politics, silos, and team dysfunction so as to build and lead a cohesive, effective team. | |
| **Leverage Your Strengths** (by Marcus Buckingham) | |
| **Transforming an Organization Culture** (by Quint Studer) | |
| **Effective Leadership Communication** (by Nick Washienko) | |
| **Emotionally Intelligent Leadership** (by Dan Goleman) | |
| **Leading at the Speed of Trust** (by Stephen M. R. Covey)  There is one thing that is common to every individual, relationship, team, family, organization, nation, economy and civilization throughout the world, one thing which, if removed, will destroy the most powerful government, the most successful business, the most thriving economy, the most influential leadership, the greatest friendship, the strongest character, and the deepest love. On the other hand, if developed and leveraged, that one thing has the potential to create unparalleled success and prosperity in every dimension of life. That one thing is trust. Participants in this program will learn:   * 1. The economics of trust and its effects on speed and cost in relationships and organizations   2. How you can assess your credibility based on character and competence   3. The thirteen behaviors common in people with high-trust relationships   4. The taxes and dividends that flow from organizational trust   5. How to restore lost trust | |
| **Strategies: Effective Meetings & Presentations** | |
| **Establishing Goals and Priorities** (by Zig Ziglar) | |
| **Dealing with Difficult People**  Participants will learn that conflict has value, discover ways to make conflict work for you, not against you; learn to give - and receive - effective feedback and find ways to build bridges and develop trust in difficult relationships. | |
| **Motivating Through Positive Communication**  Non-verbal communication accounts for an estimated 80-93 percent of what we communicate to others. During this session participants will learn how to reframe negative remarks into positive, supportive comments; discover how to improve verbal communication by eliminating negative or critical words; understand how to use a pause as a communication tool; and practice use of verbal communication as a way to make each person you meet in the workplace feel special. | |
| **Increasing Productivity and Motivated People**  Employees should feel valued and believe their work matters. During this session participants will practice motivating employees within the four modes of performance; and learn how to fulfill the first and second motivation jobs of management. | |
| **How to Help Employees Be Their Best**  By participating in this session, you will see how "looking to greatness" can benefit you, your company, department or work group. Understand the difference between a "contained" and a "contagious" leader. Learn to identify, refer to and hold people accountable for their strengths. | |
| **Suggested Reading** (*Select at least 4 books from the following list*) | |
| “Who Moved my Cheese” – Spencer Johnson | |
| “The 21 Irrefutable Laws of Leadership” – John C. Maxwell | |
| “The Five Dysfunctions of a Team” – Patrick Lencioni | |
| “A Manager’s Guide to Coaching” – Ann Loehr | |
| “When Generations Collide” – Lynne C. Lancaster | |
| “Effective Phrases for Performance Appraisals” – James E. Neal | |
| “Change the Culture, Change the Game” – Roger Connors | |
| “Crisis Leadership” – Gene Klann | |
| “The Set-up-to-Fail Syndrome” – Jean-Francois Manzoni | |
| “Accountability: Freedom and Responsibility without Control” – Rob Lebow | |

*\*Leadership classes are examples of possible classes to be provided by your organization’s training services division.*