

ANDERSON CENTER



**SUPERVISORS
FORUM**

The Anderson Center Supervisors Forum is designed for those who want to enhance their supervisory skills to be more effective leaders of other people. In each session, participants will learn a variety of supervisory skills, and use role play and application exercises to practice how and when to utilize behaviors for maximum effectiveness within their organization. Participants will finish the forum having practiced a variety of the supervisory skills needed in today's workplace.

Session Topics:

- Leading Others
- Hiring and Onboarding
- Setting Performance Expectations
- Giving Feedback and Coaching
- Receiving Feedback
- Creating a Personal Development Plan
- Facilitating Difficult Conversations
- Conducting Effective Team Meetings
- Recognizing Contributions
- Planning for Action

Methodology:

Pre-Forum: pre-work, interview, online survey

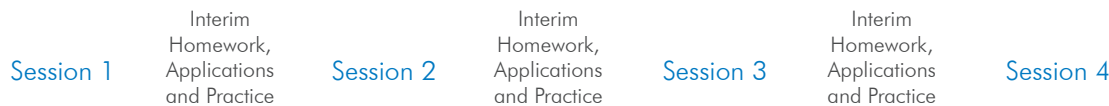
During Forum:

- Learn — sharing of information on each topic
- Practice — practicing through role plays during the session
- Apply — planning for and conducting real-life application exercises of the skill or behavior
- Develop Others — sharing the new learning, skill or behavior with others
- Assess — incorporating accountability opportunities for self-assessment and coaching
- Explore Further — tools, articles, and action plans to continue the practice and improvement

Post-Forum: action plan implementation, peer mentoring

Forum Timeline:

The Supervisors Forum includes four one-day sessions.



Design and Teaching Team:

The Teaching Team for the Supervisors Forum is comprised of leaders with significant experience in talent development. For biographies of the teaching team, please visit www.anderson-center.org.



Forum Leader
June Roos



Discussion Leader
Cary Simon



Discussion Leader
Gayle Noakes



Discussion Leader
Aaron Fisk

Forum Fees:

The fee for the Supervisors Forum is \$1,800. The fee covers tuition, materials, and meals. Nonprofit organizations receive a 20% discount. Individuals and small or early stage organizations interested in attending an Anderson Center forum, with limited ability to pay, should inquire about scholarship opportunities.

Contact and Registration Information:

For questions regarding the Supervisors Forum, contact Rebecca Gross, Business Development Manager at 320.251.5240 or rebecca@anderson-center.org. For registration information, visit www.anderson-center.org.