

# SUPERVISION FUNDAMENTALS

# DIGITAL COURSE CATALOG



## The Role of the Leader

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

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

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

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

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

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