



Global Leadership Training Initiative

Auburn University - Office of Professional and Continuing Education

Supervisory Skills Leadership Training Program

The Office of Professional and Continuing Education (OPCE) at Auburn University provides customized training solutions and flexible delivery formats to help you develop your employees' supervisory skills to their maximum potential.

Introduction to Supervision- Level 1 provides a solid understanding of the Role of Supervisors. It introduces participants to Organizational Dynamics and Management Theories. The course also provides an overview of supervisory and leadership styles. Participants learn foundational supervisory skills like motivation, leading, and communicating with their employees. At the end of the program, the participants should be able to accurately describe their role and responsibilities within the organization as well as identify several things they personally can take responsibility for improving within their work area.

Supervising Employees- Level 2 builds upon the foundation of Level 1. In Level 2, participants begin to learn more advanced theories of leadership. They have a more in-depth understanding of organizational operations. The course also provides them with very specific communication tools for improving their interactions with their employees. They will learn to identify problems and create healthy alternatives to dealing with conflict for their employees, coworkers, and supervisors. After completing the course, participants should be able to explain the process of strategic planning and describe effective ways to lead employees.



Level 1: Introduction to Supervision

1.101: What is a Leader?

- Moving from Hourly to Salary
- Understanding Supervision

1.102: Effective Leadership

- Different Leadership Styles
- Nature of Power

1.103: Multi-Cultural Organizations

- Culture & Pluralism
- Differences & Similarities

1.104: Organizational Tools

- Benefits of Diversity
- Introduction to Communication

1.105: Ready, Willing and Able

- Helping Employees Succeed
- Understanding Motivation

1.106: Putting It All Together

- Problem Solving
- Training Application & Wrap Up

Level 2: Supervising Employees

1.201: Organizational Culture

- What's Our Culture?
- Generational Challenges

1.202: Leading an Effective Team

- Structure & Design
- Decision Making

1.203: Developing Employees

- Coaching
- Performance Plans

1.204: Motivation

- The Supervisor's Role
- Putting Ideas to Work

1.205: Difficult People

- Dealing with Difficult People
- Working with Difficult People

1.206: Strategic Planning

- SWOT Analysis
- Training Application & Wrap Up



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For more information about our training programs please contact:

Daniel Yu, PhD - Assistant Director
(334) 844-3107 | dyu@auburn.edu

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