

**ALTERNATIVE HR, LLC**  
Practical Solutions • Exceptional Results

# EFFECTIVE SUPERVISION

Three one-hour weekly online sessions designed to introduce basic supervisory skills that will improve supervisory effectiveness

**DATES**  
OCT 18, 25 & NOV 1, 2023

**TIME**  
10 AM TO 11 AM

**GET STARTED**

alternativehr.com  
605.335.8198



PRESENTED BY  
KAYLA JOHNSON  
SHRM-CP

## Effective Supervision

This **Effective Supervision** training consists of three one-hour weekly online sessions designed to introduce basic supervisory skills. These sessions are geared towards new supervisors to gain a foundation, and senior/veteran supervisors to polish old skills and learn new skills.

All for only \$450/attendee! Want to provide this valuable training to your entire team? Sign up 4 individuals from your business and the 5<sup>th</sup> one is FREE! (Contact us at 605.335.8198 for details.)

**Register Here!** <https://alternativehr.com/event/effective-supervision-2/>

### Session 1 (October 18) : From Management to Leadership: Essential Skills

- Your Primary Responsibilities: Preparation, Performance and Productivity of Your Team
- Four Critical Skills: Communicate, Teach, Evaluate, Give Feedback
- Situational Leadership: When and How to Provide Direction and Support

### Session 2 (October 25) : Critical Issues in the Workplace

- Employment Laws You Need to Know: Employment-at-Will, FLSA, ADA, EEO, Anti-Discrimination
- Employment Law: When to Terminate
- Creating a Culture of Excellence: Courtesy, Professionalism and Respect

### Session 3 (November 1): Conflict Resolution and Difficult Conversations

- Difficult Conversations: When Things are Not Working and Termination is Necessary
- Strategies for Managing and Understanding Interpersonal Conflict
- Motivating Top Performers and Performance Expectations for All