Nobody said that managing, supervising or leading would be easy but with the right expectations, tools and skills, you will learn what it takes to be an effective supervisor.

Stepping Up to Supervisor

Thursday
July 30, 2020
IBA Center for Professional Development
Indianapolis

Program Co-Sponsored by
Indiana Bankers Association and
Graduate School of Banking
Madison, WI

Register Online
www.indianabankers.org
So you’ve done it! You have excelled as an individual contributor and now it’s time to move into a supervisory role. You are excited about your new role and promise to never make the same mistakes that “terrible” bosses have made with you! You start your new position and are told, “Just ask if you have any questions. Good luck!” Now what? You have great plans for your new role, but you aren’t exactly sure what it is you should be doing or not doing in your new position. Nobody said that managing, supervising or leading would be easy but with the right expectations, tools and skills, you will learn what it takes to be an effective supervisor.

Patrice McGuire is a seasoned Human Resources and Training professional and provides over 20 years of experience in these areas. Her work experience has been in a variety of industries including financial services, banking, manufacturing, healthcare, retail, engineering, construction, non-profit, and call center environments. In these environments she has been able to implement competency models, employee selection strategies, customized training programs, facilitation, leadership development, business coaching, performance management systems and personal accountability programs. Patrice has been an instructor for The American Institute of Banking and is currently a faculty member of the Graduate School of Banking at the University of Wisconsin – Madison.

Make your move into your new supervisor position smoother and more successful. Attend this one-day class and gain all the skills and insights you need to lead with confidence and conviction. During this interactive workshop, participants will learn how to:

- Define performance, behavior and attendance issues to be addressed
- Make the transition from team member to supervisor
- Avoid 5 Supervisory “Traps” that turn people off
- Ask good questions and become a good listener
- Be accountable and hold others accountable
- Identify the responsibilities of a Supervisor
- Build a productive team
- Manage yourself

Who Should Attend

- New supervisors and managers with less than one year of experience
- Experienced supervisors with little or no formal supervisor training
- Curious people who want to know if a supervisor role is for them
- Aspiring and soon-to-be-promoted supervisors

Workshop Agenda

8:30 a.m.  Registration & Continental Breakfast
9:00 a.m.  Program Begins
12:00 Noon  Lunch (included)
1:00 p.m.  Program Resumes
4:00 p.m.  Program Adjourns

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