

Preparing for the Transition from Employee to a Supervisory or Management Role

Objectives

To provide the knowledge and skills required to identify, understand and manage the steps that are crucial to a successful transition towards a supervisory/management position. Identify the potential traps to avoid and tools to use.

Targeted audience

Anyone who has been promoted to a higher level in which they will be called upon to supervise and manage personnel.

Prerequisite

None.

Content

- Before saying yes: the two sides of the coin - people often only see the good and ignore potential disadvantages. "Am I ready?" A self-evaluation survey.
- The profile of required skills: relationship and political techniques
- After saying yes: managing your own expectations as well as those of your superior, colleagues and team; grieving what you have left behind and handling resistance
- Making your mark in the first few months
- Evolving from incompetence to excellence: why the skills that got you promoted may not be those that you need to succeed in your new job
- Building credibility: establishing values, managing by example, listening and supporting
- Managerial courage: definition and characteristics
- Building a network
- Identifying the influential members of the team
- Playing power games: how to recognize and thwart manipulation
- Developing a vision and a mission
- The stages of change: observe, diagnose, plan, communicate, implement and support
- Fifteen critical errors to avoid

- Tool kit

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DURATION	REGULAR FEE	PREFERENTIAL FEE
2 DAYS	945 \$	850 \$

DATES*

Gatineau	September 9 to September 10 2019
Montreal	September 30 to October 1 2019
Quebec City	October 21 to October 22 2019
Montreal	December 2 to December 3 2019

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