

MASTERING SUPERVISORY & LEADERSHIP SKILLS

Sample Training Modules

Topic Area	Topics Functional	Time in Hours	# of Pages
Communication Skills	Changing Others With Feedback	5	38
Communication Skills	Fine Tuning Organizational Information Flows	4	19
Communication Skills	The Power of Effective Listening	5	49
Communication Skills	Improving Interpersonal Communication Skills	3	25
Communication Skills	Judging a Book by Its Cover: Reading Nonverbals	2	17
Communication Skills	Concluding Presentations	3	
Communication Skills	Understanding Different Cultures	2	14
Leadership	Influence At Work	3	23
Leadership	The Foundations For Effective Leadership	4	33
Leadership	Controlling Workflow With Effective Delegation	4	32
Leadership	Managing Performance Problems	4	17
Leadership	Establishing Sound and Lasting Relationships	3	18

Topic Area	Topics Functional	Time in Hours	# of Pages
Leadership	Dealing With Difficult Individuals	3	20
Leadership	Setting Achievable Goals and Objectives	4	25
Leadership	Becoming A Transformational Leader	4	25
Leadership	Mastering New Skills	3	15
Leadership	The Supervisor' s Roles And Responsibilities	1	10
Leadership	Practical Counseling Techniques	1	16
Leadership	Turning Conflict Into Cooperation	3	28
Leadership	Choosing Your Leadership Style	3	18
Leadership	How To Emerge as A Leader	2	22
Managing Operations	What You Must Know About Hiring	3	28
Managing Operations	Classic Principles of Management	3	40
Managing Operations	Doing Better At Performance Appraisals	2	12
Motivation	Theories of Human Motivation	5	31
Motivation	The ABCs of Performance Management	9	70
Self-Mastery	The Secrets of Mastering Stress	8	91
Self-Mastery	Using the Brain For a Change	5	44

Topic Area	Topics Functional	Time in Hours	# of Pages
Self-Mastery	Making Effective Use of Time	3	33
Selling	The Art of Persuasion	5	28

Total : **107** **841**