



NEW SUPERVISOR TRAINING SERIES



New Supervisor Training Astd Trainers Workshop Series

Lisa Haneberg



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New Supervisor Training Elaine Biech, 2015-07-01 Prepare and establish new front line leaders with training that develops essential supervisory skills Investing in new supervisors increases productivity and organizational profitability and it results in engaged high performing teams Yet many new supervisors the very people responsible for planning and organizing work in every organization are often undertrained in the skills required to be a successful front line leader In New Supervisor Training training legend Elaine Biech presents innovative two day one day and half day training workshops that help supervisors embrace their new roles and develop supervisory skills in five key areas promoting communication guiding the work leading the workforce coaching employee performance and developing themselves Free tools and customization options The free ready to use resources PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other Other books in the series include Communication Skills Training Leadership Training and Coaching Training

New Supervisor Training John E. Jones, Chris W. Chen, 2002 Help new and experienced supervisors make the transition from individual contributor to leader with ready made training tools and materials in this practical hands on guide With sections on interactive training and evaluation and improving new supervisor training you'll put your workshop program at the top of the most wanted list

Innovation Training Ruth Ann Hattori, Joyce Wycoff, 2004-06-01 Use training to help your organization collaborate more effectively think proactively and implement new ideas more rigorously Innovation Training will teach learners the principles and practices of innovation and help you create training programs that foster an organization that thinks and acts with more urgency responsiveness flexibility and creativity

Manager Skills Training Christee Gabour Atwood, 2023-05-26 What makes one manager more successful than another In a nutshell the desire to keep learning and developing people skills Even the most accomplished professional can continue to learn at every phase of his or her career With Manager Skills Training you can become a catalyst for managerial growth in your organization Whether you're a seasoned workshop facilitator or a novice instructor this workbook gives you the tools you need to develop high impact programs and addresses a wide range of needs from those of future managers preparing for their new roles to those of experienced leaders who want to improve their skills And because the framework for a meaningful training experience is already prepared for you you'll have more time to customize your workshop to fit your organization's needs your audience and your own presentation style

Change Management Training Elaine Biech, 2016-05-09 We need to change how we

change Successful organizations are proactive about change and can turn obstacles into opportunities Thus managing change its constant barrage faster pace and complexity has become a required skill for leaders managers and employees alike In Change Management Training master trainer and innovator Elaine Biech presents a complete lineup of workshop resources and tools needed to conduct effective change management training Help managers understand their expanded role practice new management techniques and demystify the people side of change with innovative two day one day and half day training workshop You ll find all the activities handouts tools and assessments you need inside Free tools and customization options The free ready to use resources PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Preview a sample activity from the book About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other Order the ATD Workshop Series Bundle to save *Teamwork Training* Sharon Boller,2005-11-01 Learn how to cultivate successful teamwork within your organization with Teamwork Training Focusing on ways to foster and demonstrate teamwork this comprehensive blueprint provides ways to define and assess key competencies get senior management to buy into your plan plus basic program guidelines to create a winning team strategy for your company With a CD ROM full of handouts and tools you ll quickly be creating engaging and result oriented programs Strategic Planning Training Jeffrey Russell,2005-03-01 This title is an all in one how to guide for developing strategic planning thinking and decision making competencies of CEOs managers supervisors and frontline employees It offers a practical set of interactive and customizable learning modules that serve as a roadmap for directing the right framework culture and philosophy in your organization The accompanying CD ROM includes handouts checklists assessments and customizable PowerPoint tm slides Leadership Training Lou Russell,2015-01-30 Like a great leader a great leadership training aligns the right people to the right task at the right time Whether you are developing a first rate leadership development program from scratch or adding to an existing workshop let leadership expert and master trainer Lou Russell be your guide The second book in the ATD Workshop Series Leadership Training presents a step by step blueprint to developing and delivering dynamic powerful leadership training Complete with effective training methodologies this book helps you accelerate learning and leverage technology for maximum efficiency You ll also find tools to assess leadership strengths and weaknesses Half day full day and two day workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization Supplemental resources are available online and include downloadable and customizable presentation slides handouts assessments and tools About the series The ATD Workshop Series is written for trainers by trainers because no one

knows workshops as well as the practitioners who have experienced it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other

Sales Training Jim Mikula,2004-09-01 Deliver a dynamic sales training program for an aggressive efficient sales force that gets results Sales Training focuses on three key skills that all sales professionals must have thinking communicating and networking Use this book to deliver fast paced productive sessions and build skills that translate into results

Stepping Up, Participant Workbook Miki Lane, Marilynne Malkin, Wendy Shanken, Dennis Cavendish,2007-12-04 If you are a first time or an aspiring supervisor the Stepping Up Participant Workbook will give you an accurate real life picture of what it means to be a supervisor Stepping Up clearly explains the expectations for the position the skills and knowledge you will need to be an effective supervisor and offers a path to follow in order to successfully supervise others The Stepping Up Participant Workbook is a dynamic step by step series of learning strategies Once you complete the Stepping Up workshop you will be able to Understand the role of supervisor Effectively deal with the challenges that new supervisors face Implement the steps needed to get started as a new supervisor Apply the principles to build credibility as a supervisor Employ performance components when supervising Prepare a personalized road map to develop your supervisory knowledge and skills The Stepping Up Participant Workbook is your key to realizing your full potential

Project Management Training Wes Balakian,2016-12-12 On time on budget within scope You ll get them there In today s competitive business environment a prime ingredient to scalability predictability and consistency is having a proven method for getting things done Project management delivers results that organizations of every size and industry need Trainer and strategic global advisor Wes Balakian has created highly effective two day one day and half day workshops that take the guesswork out of project management training Hit the ground running with complete programs and all the materials you ll need to deliver them With the right tools your engaging interactive sessions will help participants practice key concepts in a group setting and learn project management best practices that give their organizations a competitive edge Free tools and customization options The free ready to use resources PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other

2005 ASTD Training and Organizational Development Mel Silberman,2006 This book presents a comprehensive toolkit of the most important topics facing organizations today including managing change launching organizational initiatives facilitating teams goal setting and planning creative problem solving building cooperation and trust and team

development **Time Management Training** Lisa J. Downs, 2016-10-24 Empower workshop participants to reclaim their time Kitchen fire or time waster The inability to differentiate robs us of precious time and well being Master trainer Lisa Downs has developed a collection of complete workshops and tools you ll need to conduct effective two day one day and half day time management workshop programs that teach how to reclaim time and productivity Empower workshop participants to strategically manage procrastination negotiate priorities and exercise control over how they spend their time by helping them develop their time management and productivity skills Complete with effective training methodologies this book helps you accelerate learning and leverage technology for maximum efficiency Workshop programs found in this volume make planning easy and can be tailored for the unique needs of your organization Supplemental resources are available online and include downloadable and customizable presentation slides handouts assessments and tools **New Employee**

Orientation Training Karen Lawson, 2015-11-20 A well planned comprehensive orientation program benefits both organizations and employees Investing in new employees pays big dividends in performance retention and engagement But does your training program cover the essentials of making new hires feel informed prepared and supported Organization development authority and prominent trainer Karen Lawson has created comprehensive new employee orientation workshops to ensure organizational onboarding is done right for the benefit of all employees regardless of job level or function Her two day one day and half day agendas include the resources trainers need to deliver practical interactive sessions Your workshop will help ensure that new employees integrate smoothly and effectively into their organization and its mission You ll also find tools and checklists developed specifically for busy supervisors and managers who conduct orientation in their departments Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Download a New Employee Orientation Checklist which has been adapted from the book and preview a sample activity PDF Coaching

Training Lisa Haneberg, 2015-03-31 Create made to order learning experiences that deliver results with Lisa Haneberg by your side By emphasizing deep listening and empowering learners to pull coaching conversations forward you ll help coaches build experiences that count Coaching Training the third book in the ATD Workshop Series takes a service oriented approach to workplace coaching It teaches the essential skills trainers must master to give learners what they need when they need it Each half day full day and two day program in this volume comes with its own agenda to drive the workshop and includes online presentation slides handouts assessments and tools About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all **Communication Skills Training** Maureen Orey, 2014-11-21 Individuals teams and organizations are only as good as their ability to communicate

effectively Communication Skills Training offers the crucial tools you ll need to help your workshop participants master the skills that drive performance The first book in the ATD Workshop Series offers practical road tested strategies and tactics for use at all levels of your organization Built on the successful ASTD Trainer s Workshop title of the same name this volume brings all new content to users including how to incorporate technology in the delivery of training programs Communication Skills Training presents two day one day and half day communication training programs along with relevant chapters on needs analysis design delivery facilitation and evaluation of the training event Free tools and customization options The free ready to use resources PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu Preview a sample activity from the book About the series The new ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other

Customer Service Training Kimberly Devlin,2015-08-17 Effective customer service training covers more than niceties Organizational profitability is threatened when staff are unable to manage customer needs Yet it takes more than soft skills training to turn these situations around A great customer service training covers essential behaviors service strategies and service systems that together ensure an exceptional customer experience Training authority Kimberly Devlin presents two day one day and half day workshops that support trainees in any industry and environment not just the call center Each workshop introduces techniques for managing challenging customers and situations and also offers opportunities to apply new skills to service interactions Free tools and customization options The free ready to use workshop materials PDF that accompany this book include downloadable presentation materials agendas handouts assessments and tools All workshop program materials including MS Office PowerPoint presentations and MS Word handouts may be customized for an additional licensing fee Browse the licensing options in the Custom Material License pricing menu About the series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today s technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other The series also includes Communication Skills Training Leadership Training Coaching Training and New Supervisor Training

Emotional Intelligence Training Karl Mulle,2016-08-29 When it comes to reaching peak performance emotional intelligence is key Research shows that emotional intelligence is more important to performance than ability and technical skill combined But is EI a skill that can be developed in others Absolutely Trainer Karl Mulle has developed a collection of complete workshops and tools you ll need to conduct effective two day one day and half day emotional intelligence workshop programs Free tools and

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Facilitation Skills Training Kimberly Devlin, 2017-03-31 Help them make the most out of every meeting Rambling group discussions tangential concerns difficult attendees and unclear objectives can all derail a facilitated event and often do But more than just learning how to avoid the pitfalls effective facilitators ease the way for groups to achieve desired outcomes redirect them to constructive paths and rally commitment to action plans Expert trainer and facilitator Kimberly Devlin has designed interactive half day one day and two day workshops to develop the essential skills of facilitating meetings that inspire engage and get results Complete with all the activities handouts assessments and presentation slides you will need to accelerate learning these programs make planning your next workshop easy whether you are new to facilitation or a seasoned pro About the Series The ATD Workshop Series is written for trainers by trainers because no one knows workshops as well as the practitioners who have done it all Each publication weaves in today's technology and accessibility considerations and provides a wealth of new content that can be used to create a training experience like no other

The Book of Road-Tested Activities Elaine Biech, 2011-03-31 Enhance your toolkit with the best of the best 100 tested and perfected activities guaranteed to succeed A treasured collection with some never before seen tools and activities to increase participation and retention for your learners The insider's tips feature helps even the newest trainer facilitate these activities like a pro Jean Barbazette author of The Art of Great Training Delivery I believe in the effectiveness of training activities the brilliance of Elaine's editorial skills and the street smarts of my ASTD colleagues They all come together in this brilliant book Dr Sivasailam Thiagi Thiagarajan of The Thiagi Group author of Jolts What a wonderful book This is a must have reference book for every learning and development professional Jack and Patti Phillips Founders Chairman and CEO of the ROI Institute Inc Workplace learning professionals are always looking for the best solution tried and true activities ones that work every time ones that always lead participants to gain deeper insight into their leadership capabilities and potential The Book of Road Tested Activities gives you just what you're looking for well crafted games and activities that have been put to the test in real training situations and proven effective To create this edited collection training legend Elaine Biech painstakingly selected the very best more than 100 activities that ASTD training professionals have taken to the finish line with excellent results Divided between activities geared toward specific workshop topics and multi purpose training tools and techniques the book covers Training topics communication listening customer service and

sales creativity and innovation teamwork leadership and more Tools and techniques icebreakers openings reviews and online learning plus unique tools that will add a new twist to your own techniques With both new innovative activities and classic dependable ones enhanced with creative variations Elaine Biech's *The Book of Road Tested Activities* provides you with an array of tried and true training tools for every occasion and purpose They'll help you achieve your own stellar track record of successful training and satisfied customers

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