

How to Have **Super-Vision** *The Seminar*



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Session 1 - Time Management and Planning (*Personal* growth)

1. **The Destination** – Know your purpose, Mission Statements, Vision
2. **The Road Map** – Know how you're going to get there – goals
3. **The Trip & The Time** – Weekly/Daily planning and prioritizing, Balance, and Understanding Covey's 4 Quadrants of time and how it impacts us

Session 2 – Developing Key Supervisory Skills (*Relational* growth)

1. **Communication** – The most important skill
2. **Empowerment and Reward**... How to get people to perform
3. **Delegation** – A good thing for everyone!
4. **Innovation and Creativity** – Absolutely essential for top performers
5. **Meetings** – Making them *shorter* but more *effective* (*thank you!*)