



# Buddy to Leader

*This class helps those new to leadership, whether the new role is as a team leader, or as a supervisor. It will help individuals learn how to navigate the new responsibility of leading former co-workers.*

*Participants will be given concepts to help them set boundaries, establish goals and expectations, provide feedback, and motivate team members.*

## *Topics:*

- Define the leader's/supervisor's role, and how it differs from other members of the work group*
- Tips for delegating work, and setting goals*
- How to provide constructive feedback*
- Learn how to build an appropriate work environment without crossing supervisor/co-worker boundaries*
- Practice techniques for dealing with difficult behaviors*
- How to follow up on goals and workgroup targets with subordinates*
- Knowing when and how to ask for help*

*This class can be tailored to meet your company's needs. It can be delivered at your facility, or off-site at our office. Please contact Employers Network for more information.*

**864-585-1007**

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