

Supervising Others

Course Overview

This course will introduce students to supervising others, including setting expectations, setting goals, assigning work, degrees of delegation, implementing delegation, providing feedback, managing your time, resolving conflict, tips for special situations, and a survival guide for the new supervisor.

<u>Module 01 - Getting Started</u>	1m
Getting Started	
<u>Module 02 - Setting Expectations</u>	4m
Setting Expectations	
Case Study	
<u>Module 03 - Setting Goals</u>	7m
Setting Goals	
Case Study	
<u>Module 04 - Assigning Work</u>	4m
Assigning Work	
Case Study	
<u>Module 05 - Degrees of Delegation</u>	3m
Degrees of Delegation	
Case Study	
<u>Module 06 - Implementing Delegation</u>	8m
Implementing Delegation	
Case Study	
<u>Module 07 - Providing Feedback</u>	6m
Providing Feedback	
Case Study	
<u>Module 08 - Managing Your Time</u>	6m
Managing Your Time	
Case Study	
<u>Module 09 - Resolving Conflict</u>	4m
Resolving Conflict	
Case Study	

Module 10 - Tips for Special Situations

6m

Tips for Special Situations

Case Study

Module 11 - A Survival Guide for the New Supervisor

3m

A Survival Guide for the New Supervisor

Case Study

Total Duration: 52m