

SUPERVISORS RIGHTS & RESPONSIBILITIES

IN THIS COURSE, YOU WILL:

- Identify strategies for managing the transition from individual contributor to supervisor
- Understand the responsibilities of a supervisor
- Identify basic and inherent supervisory rights including assigned and delegated HRM program responsibilities
- Describe various roles supervisors perform
- Identify basic employee rights
- Identify changes that occur during the transition from employee to supervisor
- Describe new supervisor pitfalls
- Identify the type of supervisory traits you demonstrate in your capacity as a supervisor
- Describe the Merit System Principles and Prohibited Personnel Practices that form the foundation of supervisors' legal and HRM responsibilities and apply it to everyday work situations
- Understand how to consider sound supervisory advice before acting or making decisions
- Identify available resources and self-care strategies

Class Format:
On-site & Virtual

Being promoted into a position of leadership is a challenging transition. You now have to juggle being the boss and maintaining positive relationships with your employees. Not only do you get a whole new set of responsibilities, you have many new skills to learn as well. This course will orient you to your changing role as a supervisor and help you understand your rights and responsibilities as a supervisor, as well as the rights of your employees. You will be introduced to the HRSA core and leadership competencies, proficiency rating scales, merit system principles, and prohibited personnel practices and how they apply to you as a supervisor. In addition, you will understand the different types of leave, what approving and disapproving leave entails, and various work schedules. You will also receive an overview of different documentation requirements and categories to present alternatives to taking formal action against an employee and to become familiar with available resources allowing you to more effectively carry out your Human Resources Management (HRM) duties and responsibilities.

CALL TODAY!

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