

Community Action Human Resources has developed three unique training programs to help in the development of internal staff. Two of the programs are for employees desiring to move into positions of supervising and managing other employees. The other training is for existing Supervisors and Managers to help them develop, strengthen, and improve leadership skills to help them in their continuing development as leaders of the organization. Following is information about each of the programs.

**Supervisor Development Training I**

This training is designed to provide participants who are interested in moving into supervisory positions with basic supervisory skills and knowledge. The sessions provide a detailed overview of each of the topics covered. Participants who complete this training will be considered to have met the “prior supervisory experience” requirement when applying for internal positions.

**Supervisor Development Training II**

This training program was developed from the overwhelming requests from participants of Supervisor Development Training I for additional training that takes a deeper look into the knowledge and skills a successful supervisor and manager need to efficiently perform their job and develop their teams. Completion of Supervisor Development Training I is a prerequisite to participate in this training.

**Supervisor Manager Skill Series**

This program will provide an opportunity for existing leadership at Community Action to develop, improve, and strengthen leadership skills as well as provide a solid foundation of being a part of Leadership at Community Action.

Objective:

* Better understand your role
* Clear understanding of processes
* Able to build cohesive teams
* Understand performance management
* More efficient coaching
* Better at documentation
* Clear understanding of setting expectations
* Quicker to address performance issues
* More comfortable in difficult situations
* Aware of differing personalities/behaviors and how to address
* How better to use PeopleMap within your team
* The art of delegation
* Approaching and dealing with conflict
* Cultural awareness
* Situational supervision