Management Skills for New Supervisors and Managers

Making the Most of Your Learning

Research shows that you're more likely to put new skills into practice and sustain them over time when you have the support of your manager. Conversations before and after training can help you connect your learning to your everyday work, explore opportunities to use new approaches and identify where your manager's support could make a difference. This resource offers practical suggestions for making the most of those conversations, building on the relationship you already have with your manager.

Before Training (5-10 mins)

A short conversation with your manager before attending the course can help connect your own development goals with the needs of your team and the priorities of your organization.

You might want to discuss:

- What you hope to gain from the course and why it's important to you.
- Current management challenges or opportunities where the learning could be particularly relevant.
- Where your manager sees opportunities for you to further develop your management skills.

Reviewing the course outline together may help identify areas of particular interest or relevance. Explore the Course Outline

After Training (5-10 mins)

A brief conversation following your course is an opportunity to share what resonated with you, what you'd like to approach differently and where your manager's support could be valuable. During the course, you'll develop a SMART Action Plan. This may provide a useful starting point for a conversation about your continued development.

You might want to share:

- Insights or approaches that were particularly relevant to your role.
- Changes you'd like to introduce in how you communicate, delegate, coach or manage performance.
- Opportunities within your current responsibilities to put your learning into practice.
- Where your manager's perspective, feedback or support could be helpful.

Continuing the Conversation

As you put your learning into practice, opportunities for further conversation may arise naturally through your everyday interactions with your manager.

These might include:

- Sharing something you've approached differently and what you've noticed as a result.
- Inviting your manager's perspective on a situation you're navigating.
- Discussing an opportunity to strengthen a particular management skill.
- Asking for feedback on changes you've been making.
- Identifying where additional support could make a difference.

Sometimes a specific request can help your manager better understand how to support you:

- “I'd like to take a different approach to delegating this project. I'd be interested in your perspective.”
- “I've been working on how I communicate expectations to my team. Have you noticed any changes?”
- “I'd like to take more of a coaching approach in my one-on-one conversations. I'd be interested in what's worked well for you.”

These conversations don't need to be separate or formal discussions. They can simply become part of your ongoing dialogue with your manager as you continue to develop your effectiveness.

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