



The Supervisor's Toolbox™

Introduction

Our Mission: " To help you realize the full potential of your human assets."

Leadership Skills = Organization Results!

It's no secret that the best organizations also have the best leaders. They achieve their standard of excellence by developing leaders who can generate strong positive results *through others*. This is in stark contrast to poorly run organizations who are often plagued by dysfunctional relationships, low morale, excessive costs, unmet expectations and disappointing business results. Since leaders can only attain their positive business results *through others*, then the most logical way to improve overall business results is to improve the skill level of your executives, managers, supervisors and team leaders. We call this organization development strategy ... *'Building Better Leaders!'*

OD Works, LLC

OD Works, LLC's mission is to help organizations realize the full potential of their human assets by providing innovative development products that help individuals improve their management skills. We do this through a variety of means including stand-alone and custom on-line training and development programs such as *The Supervisor's Toolbox*, and related business consulting services.



The Supervisor's Toolbox - The Supervisor's Toolbox Management Development Series is a highly practical, convenient, and economical online training and performance support system. As far as we know it is the only completely integrated online system of its kind available and was designed to help supervisors, manager's and team leader's deal quickly, efficiently, and effectively with everyday leadership tasks.

Since the program is both a complete learning system and a continuous performance support system we like to think that it is a lot like having a good friend at your side. And like a good friend, *The Supervisor's Toolbox* is someone you can count on, who is always there for you, waiting to help you out, 24 hrs. a day, 365 days a year!

Product Description - The Supervisor's Toolbox Series includes everything a busy supervisor needs in a flexible self-paced online learning format. Ten highly integrated SkillTopics cover all aspects of the supervisor's / manager's job from Employee Selection through Termination and everything in between.



Each Toolbox SkillTopic contains all the information needed to learn the skill. Skill development plans, materials, forms, skill steps, testing, and practical business tools are all arranged in a logical, progressive and step by step format for convenient

access whether on-the-job or away from the office. The system can satisfy professional development needs as basic as subject matter awareness and knowledge all the way up to complete skill mastery - and there's more!!

Learning Objectives - Each SkillTopic contains learning objectives specific to the topic. Within each SkillTopic you will also learn the following content and skill application methods:

- The theory and rationale behind each skill.
- Appropriate situations in which to use each skill.
- Specific skill building and application opportunities.
- Preparation tools required to effectively use each skill.
- The skills to successfully perform each skill.
- How to use each skill in a variety of real-life situations.
- What to do next after using each skill.
- Self-evaluation and how to work with a coach.
- Online/offline resources for further study of each skill.

In addition to the above you will be able to measure your progress with challenging pre and post self-tests and timed final exams. The Toolbox also includes an exclusive 'Supervisor's Forum' discussion group so you can network and learn from other supervisors and team leaders in threaded discussion groups.

Target Audience - With over 350 pages of online support The Supervisor's Toolbox can satisfy the development needs from the most basic knowledge level all the way up to complete skill mastery. The Supervisor's Toolbox is appropriate for supervisors, managers and team leaders at the following management levels:

- The 'Seasoned' professional (with 5+ years experience) who needs to review and refresh their current knowledge with the latest techniques.
- The 'Experienced' professional (with 3-4 yrs experience) who needs to master several critical new skills, and desires to learn 'how to' skillfully apply their present knowledge in new ways to achieve more effective results.
- The 'Newly Promoted' professional (with 1-2 yrs experience) who must learn and master each of the SkillTopics in the system.
- The 'Aspiring' individual contributor seeking a promotion who plans to transition into management within 6-12 months.