FIRST-TIME MANAGERS & SUPERVISORS | SAMPLE GROUP ROTATION

Eight Weeks to Stronger First-Time Leadership

A practical, discussion-based leadership development series designed to help new and emerging supervisors lead people confidently, build healthy teams, and strengthen the internal leadership pipeline.

Format: Eight weekly group meetings | Audience: first-time supervisors and future leaders | Approach: guided discussion, workplace scenarios, skill practice and between-session application.

WEEK 1

From Peer to Supervisor

Explore what changes when an employee becomes a supervisor: role expectations, professional boundaries, credibility, fairness, and moving from doing the work to leading others. Participants identify their leadership strengths and priorities.

WEEK 2

Communication That Builds Trust

Practice clear expectations, active listening, timely follow-up, and adapting communication to different employees. Introduce one-on-one check-ins, recognizing contributions, and communication habits that strengthen team confidence.

WEEK 3

Delegation, Priorities & Time Management

Learn to assign work with clear outcomes, authority, resources, and checkpoints. Discuss prioritization, avoiding micromanagement, and balancing urgent daily tasks with coaching and long-term team needs.

WEEK 4

Setting Expectations & Giving Feedback

Translate job responsibilities into observable standards and provide specific, constructive feedback. Practice recognizing good performance, documenting routine conversations appropriately, and conducting supportive check-ins.

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Putting Essential Supervisory Skills into Practice

Weeks 5–8 focus on applying foundational skills to challenging conversations, engagement, day-to-day decisions, and an actionable development plan.

WEEK 5

Difficult Conversations & Conflict Resolution

Use a structured approach to discussing missed expectations, interpersonal conflict, and sensitive workplace concerns. Practice asking questions, staying professional, listening without escalating, and agreeing on next steps.

WEEK 6

Employee Engagement & Retention

Examine how supervisor behavior influences belonging, recognition, morale, growth opportunities, and employee retention. Identify early signs of disengagement and ways to connect employees with support before issues escalate.

WEEK 7

Decision-Making, Accountability & Change

Apply practical problem-solving to everyday supervisory decisions. Discuss consistency, escalation, accountability, communicating change, involving staff, and maintaining trust through operational transitions.

WEEK 8

Your First 90 Days as a Leader

Bring the course together in a practical leadership action plan. Participants choose two development goals, define actions and measures, plan coaching conversations, and identify support needed from their managers.

Expected takeaways: A clearer supervisor role, practical communication and feedback tools, better approaches to team engagement, and a personal 90-day leadership action plan.

Sample curriculum only. Content, sequence, examples and delivery may be tailored to employer needs. Individual leadership coaching can complement group learning through the employer membership session pool. For program information: northpointgrowthpartners.org.