



Getting Started as a Supervisor

Pre-workshop Self-assessment



Setting clear goals before you attend a training class can **increase your learning by 26%**! This self-assessment helps you align your development needs with the workshop's content. You can then use the results to set your goals for the class.

Instructions

1. Rate your level of expertise in the skill areas that will be covered in training.
2. Use the results to set 1 to 3 goals for the workshop.
3. Discuss the results with your supervisor and get their input.

Self-Assessment

Listed below are the major learning topics covered in the workshop. Please assess your level of expertise with each one on a scale of 1 (no experience) to 5 (expert level).

	No Experience 1	2	3	4	Expert Level 5
Adapting your leadership style based on how each employee needs to be managed.					
Unifying your team to work toward a common purpose and goals.					
Organizing work and setting priorities for the team.					
Delegating responsibilities and holding employees accountable for the results.					
Building individual and team motivation through effective and timely communication.					

Learning Goals

Please use the space below to describe your goals for the workshop.

- 1.
- 2.
- 3.