Laramie County Community College
WORKFORCE SOLUTIONS

NEW SUPERVISOR ESSENTIALS ACADEMY

Real-World Tools for First-Time Supervisors

6 SESSIONS	4-6 HOURS EACH	CERTIFICATE OF COMPLETION	À LA CARTE OR FULL SERIES

Why the New Supervisor Essentials Academy

New supervisors are often promoted for their technical skill — not because they've been taught how to lead. This academy closes that gap with hands-on, practical training built for professionals stepping into their first supervisory role, so participants leave with tools they can use immediately.

WHAT YOU'LL GAIN

- ✓ Build confidence leading former peers through the transition to supervisor
- ✓ Strengthen communication and emotional intelligence skills for everyday leadership
- ✓ Learn practical coaching techniques to develop and motivate your team
- ✓ Gain tools for addressing performance issues fairly and effectively
- ✓ Earn a Certificate of Completion recognized across the organization
- ✓ Connect with a peer network of fellow new supervisors

Session Lineup

1	**Transition from Peer to Supervisor**	*Date: January 28, 2027 | Time: 8 a.m.-12 p.m. | Instructor: Faculty | Cost: $119*
2	**Enhancing Communication**	*Date: February 9, 2027 | Time: 8 a.m.-12 p.m. | Instructor: Melissa Martin | Cost: $119*
3	**Emotional Intelligence**	*Date: February 16, 2027 | Time: 9 a.m.-4 p.m. | Instructor: Lisa Will | Cost: $188*
4	**Supervisor Effectiveness**	*Date: March 3, 2027 | Time: 1 p.m.-5 p.m. | Instructor: Dana McCammon | Cost: $119*
5	**Coaching & Developing Employees**	*Date: March 30, 2027 | Time: 8 a.m.-noon. | Instructor: Faculty | Cost: $119*
6	**Addressing Performance Issues**	*Date: April 14, 2027 | Time: 8 a.m.-12 p.m. | Instructor: Maryellen Tast | Cost: $119*

Don’t Wait. Enroll Today!

https://lccc-workforce-development.coursestorm.com/

Have questions? Call 307-778-4381 or email dkaelin@lccc.wy.edu

Laramie County Community College • School of Outreach & Workforce Development • Business & Innovation
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SESSION DETAILS

1

WORKSHOP: Transition from Peer to Supervisor

January 28, 2027

DESCRIPTION: The single biggest mistake new supervisors make is continuing to behave like individual contributors. This session examines the fundamental mindset shift required when you move from doing the work to leading the people who do it — from player to coach. Participants analyze a real transition case study, explore the top five traps that derail new supervisors, and leave with a personalized 30-day action plan for the critical first month in their role.

2

WORKSHOP: Enhancing Communication

February 9, 2027

DESCRIPTION: Effective supervisors communicate with intention, not just frequency. This session addresses the most common communication failures — wrong channel, wrong tone, wrong audience — and builds the skills to overcome them. Participants practice active listening, learn to adapt their communication style to different personality types, and identify one real conversation they have been avoiding that they will commit to having this week.

3

WORKSHOP: Emotional Intelligence

February 16, 2027

DESCRIPTION: A supervisor's emotional state is contagious — whether they intend it to be or not. This session explores the four domains of emotional intelligence (self-awareness, self-regulation, social awareness, and relationship management) and helps participants map their own triggers, default reactions, and blind spots. Through scenario-based practice, participants develop the pause-and-choose response pattern that separates leaders who stay composed under pressure from those who don't.

4

WORKSHOP: Supervisor Effectiveness

March 3, 2027

DESCRIPTION: Many new supervisors are busy all day but not effective — they are reacting to what is urgent rather than investing in what is important. This session uses the Eisenhower Matrix to help participants analyze how their supervisory time is actually spent, identify their most expensive time traps (including doing work they should have delegated), and design a structured weekly routine that creates space for the high-impact work only they can do.

5

WORKSHOP: Coaching & Developing Employees

March 30, 2027

DESCRIPTION: Coaching is the supervisory skill most likely to drive long-term team performance — and the one most skipped in favor of faster, easier telling. This session introduces the GROW model (Goal, Reality, Options, Way Forward) and builds participants' ability to use questions rather than answers to develop employee thinking and ownership. Participants practice real workplace challenges, not fictional scenarios, making the transfer immediate.

6

WORKSHOP: Strategic Planning

April 14, 2027

DESCRIPTION: Performance management is not an annual event — it is a continuous cycle of clarity, observation, feedback, and documentation. This session helps supervisors diagnose whether a performance gap is a skills problem or a motivation problem (the fix is entirely different), write factual and legally defensible documentation, and conduct performance conversations using a consistent framework. Includes cross-industry scenario practice.