

## **Solving Problems and Managing Priorities**

### Solving Problems and Making Decisions

- Types of problems faced by supervisors
- How should problems be solved and decisions be made
- Systematic approaches to problems solving
- Tools helpful in problem analysis and solution generation

### Applied Problem Solving: Dealing with Difficult Performance Problems

- Identifying key performance problems in the workplace
- Developing an applied problem solving strategy
- Action planning and application of problem solving

### Managing Time and Priorities

- Understanding yourself and your time wasters
- Overcoming blocks and barriers to effectiveness
- Building a personal plan and setting priorities
- Tools for managing time and priorities

### Focusing on the Future

- Applying core supervisory skills to case situations
- Reviewing key supervisory concepts and skills
- Action planning to develop and apply core skills