



CONTINUING EDUCATION

Course Outline

You're the Boss: Now What?

Have you recently been promoted to a boss or management role, or are you hoping to gain these skills for a new position? Step forward and assume your new responsibilities with confidence! In this highly interactive workshop, learn key management competencies, duties and responsibilities; how to assess your readiness to assume a management role; common challenges for new bosses; how to avoid the pitfalls of being a new boss; and how to adjust your focus from peer to leader.

Who Should Take This Course?

This course is for individuals who have recently been promoted into a supervisory, lead, or management position or who would like to prepare for such a role.

Course Objectives

- Develop an understanding of your new role and responsibility
- Identify and achieve workplace objectives
- Establish communication processes
- Determine ways to connect with your new team (in your new role)

Course Info

- Length: 6 hours
- Format: Classroom instruction and participant interaction
- Prerequisite: None

Course Content

Part 1: The Transition

- Understanding your new position
- The beginning
- Keeping track of the work

Part 2: Supporting Your Team

- Being the "coach"
- Resolving conflict
- Celebrating success

Assessment /Evaluation

This course is not assigned a letter or numerical grade. However, in some cases, skill assessments may be administered during the course to gauge progress and comprehension.

Course Completion/Continuing Education Unit (CEU) Letter

If your company requires proof of course completion, or if you would like to have proof for your own records, you may request a Course Completion/Continuing Education Unit (CEU) letter **after the final session of your course**. You must attend* 80 percent of the course (or 100 percent of a single-day course) to qualify for the letter. You can [request a Course Completion/CEU letter online](#).

*Attendance for CEU letters and certificate programs is verified via the sign-in sheets provided at each class session. It is your responsibility to sign-in.

Green River College is committed to providing access to all who visit, work and study on campus. The College will provide reasonable accommodations for individuals with disabilities, with advance notice of need. If you require accommodations, please contact Disability Support Services as soon as possible to determine eligibility and/or request accommodations. Accommodations are determined on a case-by-case basis. Please contact Disability Support by email at dss@greenriver.edu; by phone at 253-833-9111, ext. 2631; TTY 253-288-3359; or in person at the Student Affairs and Success Center, Room 274, to request accommodations. For additional information, please visit www.greenriver.edu/student-affairs/disability-support-services.htm. The accommodations authorized on your forms should be discussed with your instructor. All discussions will remain confidential. Accommodations are not provided retroactively, so it is essential to discuss your needs at the beginning of the quarter. Additionally, only accommodations approved by Disability Support Services will be provided.

This syllabus is available in alternate formats upon request.

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