



Stepping into Leadership

A Modern Guide for New Supervisors

Building Confidence • Leading with Clarity • Supporting Your Team



Your Role as a Supervisor

- Set clear expectations and goals
- Support, coach, and grow your team
- Hold employees accountable with fairness and consistency
- Communicate openly and regularly
- Model the behavior and professionalism you expect
- Create a positive, inclusive, service-focused work environment



Six Behaviors That Build Leadership Confidence

#1

Treat everyone with fairness and consistency

#2

Build real relationships - learn people's strengths

#3

Demonstrate confidence through clarity, not control

#4

Address issues early (small problems - big problems)

#5

Communicate clear expectations and shared goals

#6

Provide support, coaching, and follow-up



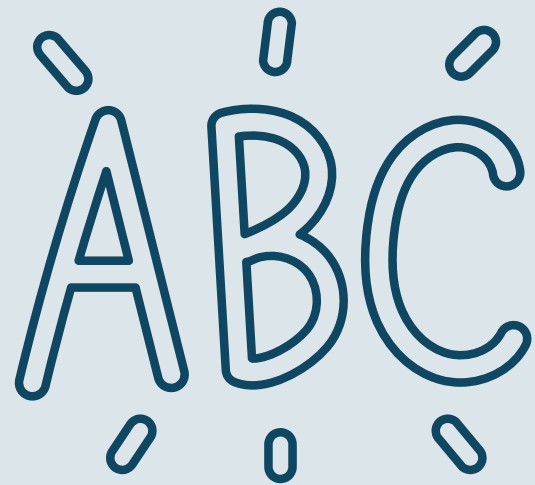
Communicate with Intent



Communication Frequently & Purposefully

- Be visible and accessible (Management by Walking Around)
- Offer timely, specific feedback
- Share knowledge and context — don't assume people know
- Hold brief check-ins or stand-up meetings
- Follow up on assignments and commitments
- Show appreciation often and authentically

How Your Message Lands



Words - 7%

- The actual words you choose matter, but they're only a small part of how your message is received.



Tone - 38%

- Tone communicates your intent more than your words do. A calm, steady, and respectful tone builds trust.



Body Language - 55%

- Nonverbal behavior is the most powerful part of communication.



The 6-Step Communication Loop

Effective communication isn't one-sided. Supervisors build clarity and confidence by creating a loop that ensures the message is understood, not just delivered.



Common Supervisor Pitfalls

The 4 Most Common Challenges

1. Lack of confidence → Overthinking, hesitation
2. Weak communication → Unclear expectations
3. Poor preparation → Reacting instead of leading
4. Indecisiveness → Inconsistency and confusion

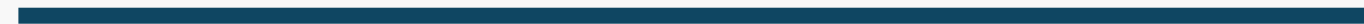




Thank you for previewing this sample training module. Our full supervisor development program includes expanded content, real-world scenarios, customized examples, and interactive activities designed to support your team's success.

For a fully customized workshop or Train-the-Trainer package, we'd love to connect with you.

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Thank you

JTS HR Consulting, LLC
www.jts-hrconsulting.com
Julie.Soltes@jts-hrconsulting.com

“Developing leaders, strengthening teams.”

