**IPL Supervisor/Manager Success Training 2021**

**Who is required to take this training?**

All new supervisors and managers will be required to attend. It will be elective for all current supervisors and managers; others may attend upon recommendation.

**What is required of the manager of the training attendee?**

Managers will be required to meet with their recommended or assigned attendee during each module to discuss content and mentor their staff member.

**Why this training**

We want to give all supervisors/managers the tools to be successful in their journey at IndyPL.

**Description of the training**

This is a 3 module training developed by the ALA Learning Roundtable. Each module will have some pre-class items that need to be completed – (readings, short videos) and then each supervisor/manager will attend the live 2 hour class. **Each class will be limited to 10 attendees**. Registered attendees will receive an email with their pre-class assignments and the link for the class.

**Module 1: Performance Management** (offered January, April, July, October)

This module walks through the process of working with your employee from start to finish, working with employees on setting performance goals and IDP and then “walking the walk” – making sure that performance management is an ongoing process.

**Module 2: Managing Conflict** (offered February, May, August, November)

This module walks through ways to establish a positive workplace culture to help create mutually successful outcomes

**Module 3: Encouraging Motivation** (offered March, June, September, December

How to work with employees to understand their motivations and how to build trust and strong relationships.

**How will I be assigned to the training?**

New supervisor/managers will be assigned to attend the trainings (as close to their start date as possible) by the Manager, Organizational Learning & Development.

Current supervisors or managers can request to be enrolled in the training by emailing Cheryl Wright ([cwright@indypl.org](mailto:cwright@indypl.org)) in OL&D.

Staff members who wish to take the training in preparation for a promotional opportunity should be recommended by a manager.