

**Title:** Rookie Supervisor Bootcamp – Operation S.T.A.R.T.  
**Duration:** 60-90 minutes  
**Speaker:** Deborah Jenkins, PHR, SHRM-CP

**Course Description:**

Are you ready to take on a supervisory role? Congratulations! It's a huge accomplishment.

This course is tailored to assist new supervisors as well as seasoned supervisors, equipping you with the tools to be successful and thrive in your leadership roles. If you have been promoted from peer to supervisor, you know that transition can be extremely challenging. You might be feeling unprepared, overwhelmed, and unsure of how to adjust your mindset. Often, there is not much guidance on what to expect and what to do. This session will give you an overview of the basics so that you can jump in without as many questions, surprises, and frustrations holding you back.

Great leadership skills don't just show up with a job title. A talented employee that has been promoted to a team lead, supervisor, or manager position deserves to be given the proper tools to be successful in their new leadership role. But we don't just want you to survive as a supervisor - we want you to thrive. That's why our course focuses on START - the understanding of SwOt Analysis, Training, Action, Reinforcement, and Trust. - to provide you with the essential skills needed to lead your team effectively. Avoid setting yourself or your leadership team up for failure and offer meaningful training opportunities as an investment tool for yourself and for your business.

This course will guide you through your supervisory journey and empower you to inspire your team to achieve their goals. This is an opportunity to enhance your leadership skills, advance your career, and contribute to your team and organization's success. By the end of the course, you'll know how to transition into your new role with ease and confidence. You'll be a true leader, inspiring your team to success every step of the way. Plus, you'll have the added benefit of being able to apply the learning objectives to achieve even more success in the future. It's time to embrace your potential and START your journey towards leadership excellence!

With this resource-loaded, fast-paced, and relatable course, you will receive tools, tips, and techniques to use to successfully lead your team. By the end of the training, you will have actionable items and tools to implement the learning objectives and achieve sustained success.

This is a PowerPoint instructor-led presentation that includes lecture, audience participation, key takeaway action plans, and is qualifiable for 1.0 CEUs per instruction hour.

**Course Objectives:**

- Recognize the importance of leadership training for self and team
- Understand benefits of establishing team ground rules from the onset
- Discover what Operation S.T.A.R.T. is and how to enact it
- Realize that training can be fun!
- Learn how to build balance teams to complement each other's strengths & abilities

- See the importance of establishing boundaries
- Identify best ways to create a smooth transition from ‘peer’ to supervisor
- Explore best practices
- Learn tips and techniques
- Determine expectations and responsibilities

**Course Outline:**

1. Purpose of Leadership Training
2. Establishing Team Ground Rules
3. Enacting Operation S.T.A.R.T.
  - a. SWOT Analysis
  - b. Individual and Team training – priorities, styles, types, topics, methods, and techniques
  - c. Actionable Goal Setting
  - d. Reinforcement with Transparency and Accountability
  - e. Trust
4. Action Items that will Improve each Attendee’s Skills and Abilities

**Why Attend:**

Attend this training to grow professional skills and discover how to work towards continued success for yourself, your team, and your organization. This course will help you to advance your current success, boost your chances to meet your future goals and aspirations, and to inspire others to follow your lead. Further, this course will help your team better understand company-wide expectations of individuals and teams to achieve the desired results. When workplaces incorporate these cultural principles, the work environment becomes a place to look forward to coming into.

If developing your skills aren’t addressed by you or your organization, there is a risk of individual, team, department, and organizational failure by not reaching the full potential of everyone.

**Who’ll Benefit:**

Everyone that interacts with others and aspires to continue their professional development will benefit from this training. That includes anyone from front line workers to the leadership team. It is also general information that is relevant to all industries including human resources, medical, legal, hospitality, transportation, government, sales, communications, education, insurance, science, engineering, banking, non-profit, fitness, investment, realty, marketing, construction, and more. Human Resource Professionals, Supervisors, Managers, Business Owners, CEOs, COOs, CHROs, Presidents, Vice Presidents, Employees.

**Speaker Profile:**

Deborah Jenkins has over twenty years of experience as an Accounting and Human Resources (HR) Professional. She has served in senior leadership roles as well as supporting businesses as an HR generalist, payroll specialist, training and development provider, and benefits administrator. The variety of industries she has contributed to spans the public, private and non-profit sectors. From this, Deborah has derived a broad understanding of the challenges facing business leaders, HR professionals, and all personnel. After having spent years broadening her skills, knowledge, and experience,

Deborah now serves her clients as a Human Resources Consultant, Leadership Development and Workforce Training Expert, Motivational Speaker and Executive Coach through her business, HR Solutions, LLC.

To prepare her for these opportunities to serve her clients, Deborah earned a Bachelor's Degree in Human Resources Management and an Associate's Degree in Accounting. She further is a certified Human Resources Professional from leading associations in the world, including a Professional in Human Resources (PHR) from the Human Resources Certification Institute, a Society for Human Resource Management Certified Professional (SHRM-CP), and a Toastmaster's Competent Leader (CL). To offer additional value-added tools to her services, Deborah has completed training and is an Authorized Partner and Trainer with Wiley's Everything DiSC®.

Deborah believes that learning is a lifelong adventure, and she continually pursues personal and professional development. She also believes in giving back to her community and has been an active board member for several non-profit organizations including local Toastmaster's Chapters and both the local Society of Human Resource Management (SHRM) chapter as well as the Montana State Council SHRM.

By sharing knowledge, inspiring others, and continually pursuing personal growth, Deborah aspires to ignite both individual and corporate success, thus enhancing overall well-being and shared fulfillment. Her goal is to assist others to develop more effective communications, supportive collaboration, and harmonious concord to reach superior streamlined, successful, and enjoyable results. Starting her own business in 2013 allows her to allocate her energies to accomplish this mission and focus in the areas she's most passionate about: Leadership Development, Workforce Training, Motivational Speaking, and Human Resource Management Consulting.

When Deborah is not working, learning, or volunteering her time, she enjoys hanging out with family and friends, spending time outdoors with Mother Nature, and taking in the arts and entertainment offered in her home state of Montana and beyond.



### **Scheduling:**

Contact us at: [HR Solutions](https://www.HRS-MT.com) | [Contact Us \(hrs-mt.com\)](mailto:Deborah.HRS@outlook.com)