

# Frequently Asked Questions

**Title:** Supervisor's Playbook

**Resource #:** 4790

**Duration:** 1 Year

**Delivery Method:** Self-study online

## What business or organizational need does the Supervisor's Playbook address?

Take action with confidence and lead with purpose. Built for the realities of supervisors in public service, this resource helps you keep track of key responsibilities through a tactical, hands-on, step-by-step approach to completing supervisory tasks. The Supervisor's Playbook focuses on high-impact tasks that directly align to the broader performance outcomes, strategic objectives, strategic goals, and the overall mission of your organization. Transfer tasks from the Supervisor's Playbook to your work calendar to track weekly, quarterly, and annual tasks. Follow proven steps to lead your team effectively, maximize efficiency, and manage performance through ready-to-use tools designed for government work. Designed for real-world supervision, this resource gives you the structure, tools, and confidence to lead with purpose and meet expectations while growing in your role. The Supervisor's Playbook takes the guesswork out of supervising government employees.

## Who needs the Supervisor's Playbook?

New team leads, supervisors, individuals who support or train supervisors, and supervisors seeking to strengthen their skills.

## What will I learn how to do?

- Follow step-by-step instructions to complete key supervisory tasks with precision, clarity, and consistency
- Use the integrated calendar and downloadable tools to plan, track, and carry out important supervisor milestones (e.g., how to conduct team meetings, practice AI-driven supervision, etc.)
- Develop core supervisor skills to lead effectively in a government setting

## How will I apply the Supervisor's Playbook on the job?

- Executing key supervisor milestones
- Applying tactical guidance to accomplish supervisor tasks
- Using recommended tools and resources to lead your team, work efficiently, and manage performance

## What's in it for me and my team?

This resource is a practical, mission-driven tool that helps you lead efficiently and stay focused on what matters most—delivering results. In times of change and competing priorities, it keeps your work structured, your team aligned, and your time optimized so you can lead with clarity and impact.

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## What course(s) align with the Supervisor's Playbook?

- [Leadership and Management Skills for Non-Managers](#)
- [Leadership Skills and Techniques](#)
- [Supervising Employee Performance](#)
- [Supervisor's Workshop](#)

## What program(s) and service(s) do you recommend after I enroll in the Supervisor's Playbook?

- [The New Supervisor Immersion \(NSI\) Program](#)
- [Individual Coaching with an Associate Level Certified Coach \(ACC\)](#)
- [Individual Coaching with a Professional Certified Coach \(PCC\)](#)

