

LeadSmart.

FOR SUPERVISORS

Leadership Training Workshop Kit

Deliver leadership training
without building it from scratch



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LeadSmart.

FOR SUPERVISORS

The LeadSmart for Supervisors sample materials are provided for preview and evaluation purposes only. These materials represent only a small selection of the resources included in the complete LeadSmart for Supervisors Leadership Training Workshop Kit and are not intended to reflect the full scope of the program, facilitator resources, participant materials, activities, or supporting tools included with purchase.

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Have questions about LeadSmart for Supervisors or what is included in the complete workshop kit?

Contact Our Training Team →



LeadSmart
LEADERSHIP SOLUTIONS

LeadSmart

for Supervisors

Practical leadership skills for supervisors and managers.

FACILITATOR GUIDE



PRACTICAL TOOLS

Build real-world leadership skills



PROVEN STRATEGIES

Drive performance and engagement



INTERACTIVE LEARNING

Activities, discussion, and reflection



EASY TO FACILITATE

Everything you need to deliver with confidence



Practical. Relevant. Impactful.

Leadership skills for today's workplace.



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LeadSmart for Supervisors

Practical Leadership Skills for Supervisors and Managers

Workshop Purpose

LeadSmart for Supervisors is a practical leadership development workshop designed to help supervisors and managers strengthen communication, accountability, coaching, and employee engagement skills in the workplace.

This facilitator guide supports organizations, independent facilitators, consultants, and leadership development professionals in confidently preparing for and delivering the workshop through structured facilitation notes, activities, discussion prompts, and practical implementation tools.

What This Workshop Includes

- **Facilitator Guide** with module timing, delivery notes, and facilitation support
- **Editable Slide Deck** with detailed speaker notes
- **Participant Resources** with worksheets, scenario cards, and practice activities
- **Workshop Preparation Materials**, including pre-workshop participant reflection and facilitator preparation checklists for both virtual and in-person facilitation.

Recommended Audience

This workshop is designed for internal trainers, Human Resources professionals, learning and development staff, operations leaders, experienced managers, independent facilitators, leadership consultants, executive coaches, and other professionals who deliver leadership development training.

Recommended Delivery Format

Format	Ideal Group Size	Recommended Length	Delivery Style
In-Person	12–24	1 Full Day	Interactive & Discussion-Based
Virtual	10–18	2 Half Days	Facilitated Online Sessions
Hybrid	10–20	Flexible	Blended Delivery



How to Use This Guide

Each module in this guide includes:

- learning objectives,
- facilitator preparation notes,
- key talking points,
- activity instructions,
- optional reflection questions,
- and timing guidance.

Facilitators are encouraged to review each module in advance and use the accompanying slide deck, activities, and participant materials to support workshop delivery.

Optional Reflection Questions are included at the end of each module for use as time allows. Facilitators may use these prompts for brief discussion, individual reflection, written responses, or post-session follow-up. Core activities and slide-by-slide facilitation notes should take priority when time is limited.

This guide is intended to serve as a practical facilitation companion that supports consistent delivery, participant engagement, and workplace application throughout the workshop.



Facilitator Best Practices

1. **Encourage participation** every 5–10 minutes.
2. **Use real workplace examples** whenever possible.
3. **Facilitate discussion** rather than relying only on lectures.
4. **Create psychological safety** for participants to share experiences.
5. **Keep activities focused** on practical application and leadership behavior.
6. **Use coaching questions** before giving direct answers.



Virtual Facilitation Tips

- **Use breakout rooms** for partner and small-group discussions.
- **Increase participant interaction** frequency during virtual delivery.
- **Keep presentation segments concise** and discussion-focused.
- **Encourage turning on cameras** when appropriate.
- **Use polls, chat responses, and reactions** to increase engagement.
- **Build in short stretch breaks** throughout the session.



Session-at-a-Glance

The LeadSmart for Supervisors workshop is designed as an interactive leadership development experience that combines discussion, reflection, workplace application, and practical leadership skill-building. Facilitators are encouraged to maintain a balance between presentation, participant interaction, and coaching conversations throughout the workshop. A 15-minute break is recommended between the Coaching Employees and Accountability Conversations modules.

Module	Time	Learning Objective	Method	Materials
Welcome & Introductions	25-30 min	Set expectations and build engagement	Discussion, icebreaker	Slides, optional Pre-Workshop Worksheet
Embracing the Leadership Mindset	50 min	Explore leadership styles and pitfalls	Discussion, reflection, worksheet activities	Slides, M2 Match Styles to Examples, M2 Leadership Style Snapshot
Communication & Feedback	60 min	Practice clear communication and feedback	Skills practice, partner discussion, roleplay	Slides, M3 Communication Style Strengths and Risks
Coaching Employees	50 min	Practice proactive and reactive coaching	Small-group practice, coaching questions	Slides, M4 Coaching Practice Worksheet
Accountability Conversations	60 min	Address expectations and performance gaps	Case study, planning, roleplay	Slides, M5 Accountability Conversation Practice Worksheet
Motivation & Engagement	45 min	Build ownership through SMART goals	Discussion, goal practice, partner share	Slides, participant notes or blank paper
Leadership Scenarios & Practice	50 min	Apply skills to workplace situations	Scenario practice, peer feedback, revision	Slides, M7 Scenario Cards
Action Planning & Wrap-Up	25 min	Commit to workplace application	Reflection, action planning, commitment share	Slides, participant notes or blank paper for action planning



Personalizing the Workshop Experience

Facilitators are encouraged to incorporate relatable workplace examples, organizational terminology, and team-specific scenarios to increase relevance and participant engagement throughout the workshop.

To maintain consistency and learning outcomes, facilitators should preserve the overall workshop structure, module objectives, and core leadership concepts included in LeadSmart for Supervisors.



Pre-Workshop Facilitator Checklist

- ☐ Reviewed facilitator guide and presentation slides
- ☐ Practiced module timing and transitions
- ☐ Reviewed activity instructions and optional questions
- ☐ Prepared stories, examples, and discussion prompts
- ☐ Reviewed participant materials and activity handouts
- ☐ Printed participant worksheets and handouts (if applicable)
- ☐ Tested slides, technology, and virtual platform tools
- ☐ Prepared room setup, seating arrangements, and workshop materials
- ☐ Prepared flipcharts, markers, and activity supplies
- ☐ Reviewed workshop timing and break schedule
- ☐ Completed rehearsal or co-facilitation session



Usage & Implementation Notes

The Workshop Materials are intended for general educational purposes only and do not constitute legal, financial, or other professional advice. Organizations, facilitators, and workshop participants are responsible for determining whether and how the workshop concepts should be applied within their particular circumstances and for obtaining appropriate professional advice when needed.

Workshop outcomes may vary based on facilitation style, participant engagement, organizational culture, and implementation practices. Organizations should review the Workshop Materials before delivery and preserve the intended learning objectives and overall workshop structure.



Facilitator Success Tips

Use the slide deck and speaker notes as a guide, not a script. The facilitator notes are designed to support preparation, consistency, and confidence. Adapt examples and wording so they sound natural for your organization and audience.

Keep the workshop practical. When participants share examples, connect them back to the workshop tools: clear expectations, objective language, coaching questions, ownership, follow-up, and action planning.

Protect time for practice. The roleplays, partner discussions, and action planning activities are where participants turn concepts into usable leadership behaviors. If time runs short, shorten discussion before cutting practice.

Encourage realistic examples. Participants do not need to share sensitive details or names. General workplace situations are enough to make the discussion useful.

Close every activity with application. After each discussion or practice, ask: “What is one thing you could use from this back on the job?”

Module 1: Welcome & Introductions

Module Overview

This opening module introduces the purpose, structure, and expectations for the LeadSmart workshop. Participants build connections and identify leadership challenges to focus on during the session. This sets the tone for an interactive, practical learning experience. If time is limited, skip the optional pre-work share-out and capture only 2–3 common themes. Before delivery, decide whether introductions will happen full group, table group, or breakout room based on group size.

Learning Objectives

- Summarize the purpose and flow of the workshop
- Identify expectations for participation
- Share one current leadership challenge
- Connect workshop topics to their supervisor role

Estimated Timing

25-30 minutes

Materials Needed:

PowerPoint Slides; optional Pre-Workshop Reflection or participant pre-work responses

Slide-by-Slide Facilitation Notes

Slide	Timing	Slide Purpose / Facilitation Notes
Slides 1-3	5 min	Welcome participants, meet your facilitator, and review workshop purpose and practical focus
Slides 4-5	2 min	Introduce Module 1 and review learning objectives
Slide 6	1 min	Share module roadmap and learning flow
Slide 7	2 min	Review rules of engagement and participation expectations
Slide 8	5 min	Facilitate participant icebreaker
Slide 9	8 min	Facilitate partner share: current leadership challenge



Slide	Timing	Slide Purpose / Facilitation Notes
Slide 10	5 min	Debrief common themes and connect examples to the workshop path
Slide 11	0-5 min	Optional pre-work reflection check-in; invite participants to revisit their pre-work or silently choose one focus area
Slide 12	1 min	Summarize opening themes in speaker notes and transition to Module 2



Optional Reflection Questions

- What is one leadership skill you want to strengthen during this workshop?
- Which current leadership challenge would you like to handle more effectively?
- What will help you stay engaged and participate fully today?



Key Takeaways

- This workshop is practical and discussion-based
- Participation strengthens learning
- Leadership growth starts with self-awareness



Transition to Next Module

Now that everyone has been introduced to each other and understands expectations, let's explore the mindset supervisors need to lead effectively.

LeadSmart

for Supervisors

Building practical leadership skills
for today's workplace.

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Meet Your Facilitator



First and Last Name

Job Title

Email address

Workshop Purpose

- Build practical leadership skills for today's workplace
- Strengthen communication, accountability, coaching, and engagement
- Practice tools supervisors can use immediately

Module One

Welcome & Introductions

Set expectations and build engagement.

Learning Objectives

By the end of this module, you will be able to:

1

Summarize the purpose and flow of the workshop

2

Identify expectations for participation

3

Share one current leadership challenge

4

Connect workshop topics to your supervisor role



Module 1 Roadmap

- 1 **▶ Review the workshop flow**
- 2 Set rules of engagement
- 3 Complete a brief icebreaker
- 4 Share current leadership challenges
- 5 Identify common themes



Rules of Engagement

-  Engage fully
-  Listen respectfully
-  Share thoughtfully
-  Apply practically



Icebreaker

Discuss the following:

- Introduce yourself and your role
- Share one leadership responsibility you handle often
- Name one skill you want to strengthen today

Be prepared to share:

Name | Role | One leadership focus



5 Minutes





Partner Share

Be prepared to share:

One common
leadership theme

With a partner, discuss:

- Where do supervisors in your role spend the most leadership energy?
- What makes those moments difficult?
- What would help supervisors handle those moments more effectively?



5 Minutes



Common Themes

- **Listen for shared challenges** across the group
- **Notice patterns** around communication, accountability, coaching, and engagement
- **Connect participant examples** to today's learning path



Pre-Work Check-In

Be prepared to share:

One theme, question, or leadership focus

If you completed the pre-work, take a moment to revisit your responses.

Reflect on:

- What stands out now?
- What theme do you want to keep in mind today?
- What question do you hope the workshop helps you answer?



5 minutes





Next, we'll explore the
mindset supervisors need to
lead effectively.





Pre-Work Check-In

If you completed the pre-work, take a moment to revisit your responses.

Reflect on:

- What stands out now?
- What theme do you want to keep in mind today?
- What question do you hope the workshop helps you answer?



5 minutes

Be prepared to share:

One theme, question, or leadership focus



LeadSmart for Supervisors



Purpose of this slide:

This slide is optional. Use it if participants completed the pre-work or if you want to give participants a quiet moment to choose a focus area for the day. Do not frame this as time to complete the pre-work from scratch. If most participants did not complete the pre-work, skip this slide or use it as a 60-second silent reflection.

Facilitator script:

"If you completed the Pre-Workshop Reflection, take a moment to revisit your responses.

"If you didn't complete it, that's okay. Use this as a quick reflection moment and choose one theme, question, or leadership focus to keep in mind today."

Activity instructions / worksheet:

Use the **Pre-Workshop Reflection** if participants completed it. No new worksheet is needed.

Reflection prompt:

"Take about one minute silently. Choose one focus area for yourself today."

Optional share prompt:

"Would one or two people be willing to share a theme or focus area they want to keep in mind today?"

Timing guidance:

Use the 5-minute timing on the slide.