



Leadership and Communication for Forest Supervisors

Course Outline – Leadership component

Objectives

- Let's Set Goals – Worksheet
- Personal Awareness
- DiSC Personality Assessment
- DiSC Worksheet
- Leadership Skills
- Leadership
- Workplace Culture

Behaviours of a Leader

- Are you a boss or a leader?
The Four Situational
Leadership Roles
- Leadership Roles – Your
Workplace
- Three Skills of a Leader
- Leadership Skills Checklist
- Which quote is most correct?



Professionalism

- Professional People (without high school diplomas)
- The Influence Effect Scenario
- Core Values
- Professional Growth – Worksheet
- Project Management
- Project Management Scenario
- Team Building & Worker Relations
- Where do you fit in?

Generational Characteristics

- Characteristics of High Performance Teams
- Team Building – Under Performance Scenario
- Performance Reviews
- How to Tell if You're an Effective Leader

BC Forest Safety Council Resources

- Actions to Support a Safety Culture



Course Outline – Communication component

Objectives

- Expectations and Goals
- Basics of Communication
- Different Types of Communication
- Message, Delivery, & Reception
- Barriers to Communication
- Hearing and Understanding – Barriers and Skills
- Conversation and Communication Skills
- Giving Instructions Scenario
- Communication with Other Companies
- Body Language
- Radio Use Protocols
- Verbal or Written Communication?
- Communication Skills
- CALM – Revisited

Effective Documentation

- Written Communication
- Components of Written Correspondence
- Electronic Communication Tips
- Poorly Written Email to Revise
- Different Memo Styles
- Due Diligence Summary
- Silviculture Worker Case Study

Training Tips

- Meetings
- Meeting Preparation Tips
- Meeting Facilitation Tips
- Meetings to Motivate, Troubleshoot and Improve



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BC Forest Safety Council Resources

- Actions to Support a Safety Culture
- Responsibilities for Health and Safety
- Dealing with Substance Abuse at Work
- Conflict in the Workplace
- Discipline
- Training Skills for Supervisors