



Greater New York  
Automobile Dealers  
Association

SEMINARS FOR AUTOMOBILE DEALERS  
**NOVEMBER**

# The Management Transition: Key Skills for New Supervisors

New  
FOR  
2015-16

How to achieve a supervisor's mindset and image.

**TUESDAY**  
**November 17, 2015**

10:00am-1:00pm

**Center for  
Automotive Education  
& Training**

15-30 Petracca Place, Whitestone NY 11357

You've been working hard contributing to your team's success, and you've recently been selected to become a new supervisor. Now you're faced with leading a team, managing workloads and ensuring objectives are met. This course shows you how to successfully handle your new position.

**Attendees will learn how to:**

- Use workplace- and people-skills to develop credibility
- Plan, monitor, control and communicate for success
- Motivate a team, successfully delegate work and deal with difficult employee situations
- Increase team productivity and satisfaction by using fundamental leadership and coaching techniques
- Use different supervisory styles, based on individual situations



This seminar is packed with practical tips, guaranteed to make your transition to supervisor a smooth one.

**About the Instructor**

**Bill McAndrews, William D. McAndrews & Associates**



Bill McAndrews is a business advisor providing guidance in strategy development and implementation, marketing services, organizational tactics and management solutions to small businesses and nonprofit organizations. Bill also provides leadership coaching and mentoring to individuals and teams, as well as assisting organizations with day-to-day management issues.

**A very rewarding rewards program**

For every dollar a GNYADA member-dealer spends on seminars at the Center for Automotive Education & Training, one Professional Automotive Education (PAE) Point is earned. 1,000 PAE Points earns one free seminar for one employee. POINTS NEVER EXPIRE. To learn more about the PAE program contact Carole at Carole@gnyada.com.

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# The Management Transition: Key Skills for New Supervisors

**TUESDAY**  
**November 17, 2015**

10:00am-1:00pm

fee: \$85 (member) \$150 (non-member)

name of attendee 1 \_\_\_\_\_

\_\_\_\_\_  
email / dealership position

name of attendee 2 \_\_\_\_\_

\_\_\_\_\_  
email / dealership position

name of attendee 3 \_\_\_\_\_

\_\_\_\_\_  
email / dealership position

dealership \_\_\_\_\_

address \_\_\_\_\_

\_\_\_\_\_

tel \_\_\_\_\_ ext. \_\_\_\_\_ fax \_\_\_\_\_

manager's approval \_\_\_\_\_  
print / signature

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GNYADA Seminars, held in person, are developed by qualified experts to meet the highest possible standards and deliver the latest information and solutions for your most pressing business needs. Our programs train new and seasoned pros to improve dealership operations and profitability.

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