



## **INNOVATIVE MANAGEMENT & PROFESSIONAL TRAINING**

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### THE ESSENTIALS OF SUPERVISORY MANAGEMENT

Duration: 6 hours

**Be the driving force for improving performance, productivity, quality and innovation in your organization.**

First-line managers need good leadership skills. Supervision is a key factor to the success of any business. As a supervisor, you are required to take charge of a group of people and/or tasks, to ensure that work is carried out satisfactorily. You need to possess skills that revolve around facilitating the excellence of others. Being a good supervisor is not about possessing any one skill or trait; in fact, it's about combining and mastering a vast number of knowledge areas and skill sets.

#### **Areas Covered:**

- The Role of the Supervisor
- Delegating Team Tasks
- Developing the Team
- Essential Communication
- Problem Solving
- Being Accessible to the Team
- Modelling Desired Behaviours
- Disciplining Effectively
- Giving Praise and Recognition

This seminar is designed to facilitate presentations, practice situations, individual and group feedback, and experiential exercises as you seek to excel in the challenging enterprise of being an effective supervisor.

**Maximum number of participants: 20**