

Supervisory Skills

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CORPORATE LINK

As a supervisor, you are the key link between management and the rest of your operational workforce, and you must perform the twin functions of communicating management messages to staff, and ensuring that staff meets their performance targets.

Your International Link to Success

Course objectives

By the end of this course, participants should be able to:

- Understand role and responsibilities of a supervisor within the company
- List the factors and behaviors that hinder effective communication
- Identify the motivational factors that increase productivity in the workplace
- Develop team and teamwork
- Coach and assess employee performance

Course topics

Some of the areas to be covered in the course:

- The role and responsibilities of the effective supervisor
- Effective communication
- Team development and teamwork for peak performance
- Time management
- Managing and coaching staff
- Motivation and delegation

Target participants

The course is designed for newly appointed or soon to be appointed supervisors or line managers who would like to learn the key principles of modern supervision practice.

Course methodology

This course is in the format of a workshop, in which the participants are actively involved in all learning activities. It will combine theory and practice whereby participants apply the skills introduced in the course.

Class size: Class is limited to 20 participants.

Duration: 2 days

LANGUAGE LINK / CORPORATE LINK

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MISSION
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