

Enhancing the Skills of Supervisory leadership

Management & Leadership
Prague (Czech)
20 - 24 Jan 2025

UK Traininig

PARTNER



Enhancing the Skills of Supervisory leadership

Ref: 3192_131401 **Date:** 20 - 24 Jan 2025 **Location:** Prague (Czech) **Fees:** 4400 **Euro**

Introduction

This dynamic and interactive training course will enable you to become a confident, credible, and capable supervisor, by focusing on the core competencies needed to manage yourself, your workload, and your team.

These competencies include taking control of your workload through planning and effective time and task management, getting the best out of your team through leadership, teamwork, and staff development, and ultimately contributing to the success of your organization through setting and achieving of goals to improve you and your team's contribution to its internal and external customers.

Further, you will also learn key self-management strategies, for you to have the character and discipline not just to survive but excel in your role as a supervisor.

Course Objectives of Enhancing the Skills of Supervisory leadership

- Organise workload through effective planning, prioritizing & time management methods
- Support the team output through teamwork, delegation, coaching, motivation & staff development strategies
- Apply techniques to communicate clearly, concisely & consistently with all levels of the company
- Examine the leadership styles, strengths & weakness & how it affects the team & job success
- Manage the mind, emotions & stress effectively to not just achieve work goals but to enjoy work-life more

Enhancing the Skills of Supervisory leadership Course Outlines

Day 1

Setting the Direction and Focus / The Supervisor's Role

- The roles, behaviours, skills, and attitudes of a great supervisor

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground on the right, with a silver pawn and a silver knight behind it. The board is a checkered pattern of light and dark squares. In the background, there are concentric white circles radiating from the center.

UK Training
PARTNER

- Clarifying the team's purpose, vision, mission, values, and tasks
- Providing quality customer service
- How to be a great team leader
- Getting input and involvement from the team
- Common supervisor mistakes and how to avoid them

Day 2

Planning and Organising Time and Tasks

- Taking control of your time and tasks
- Planning, prioritizing, and scheduling work
- Handling issues such as interruptions, accessibility & multiple deadlines
- Delegating tasks and responsibilities
- Project Planning Basics & Mind Mapping and Project Planning Software

Following Up and Supervising Employees

- The Importance of Ongoing Supervision
- Monitoring Employee Progress and Performance
- Providing Constructive Feedback

Day 3

Maintaining Effective Working Relationships

- Group dynamics and team formation
- The essential habits of highly effective teams
- Dealing with problematic behaviours
- Understanding communication styles
- Managing conflicts on the team
- Emotional intelligence and self Management

Day 4

Coaching and Developing the Team

- Analyzing your team members strengths and development needs
- Coaching, training, and developing staff
- Motivating the team and individuals
- Giving and receiving feedback effectively
- The art of active listening
- 'How to influence and bring out the best in others
- How to give a clear and memorable presentation

Day 5

Measuring and Managing Performance

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training
PARTNER

- Goal Setting and benchmarking to achieve competitive targets
- Setting up work systems that aid effective team performance
- Establishing clear guidelines for and measures of performance
- How to constantly improve the quality of products and services
- Running productive meetings
- Problem-solving and decision making

UK Training

PARTNER



Blackbird training cities

Accra1 (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston,Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Traininig
PARTNER



Blackbird Training Category



Human Resources



Audit & Quality Assurance



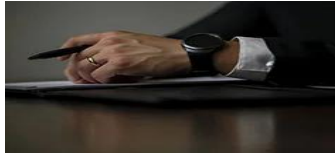
Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



UK Training
PARTNER



BLACKBIRD
FOR TRAINING

LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335