

Cleaning Supervisor Skills: Administration & Oversight

Human Resource
Vienna (Austria)
25 - 29 Aug 2025

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The background of the entire page features a grayscale checkered chessboard. In the foreground, several chess pieces are visible: a silver pawn on the left, a silver pawn in the center, and a large gold king piece on the right. In the background, there are concentric circles emanating from the center, creating a ripple effect.

Cleaning Supervisor Skills: Administration & Oversight

Ref: 321796_146941 **Date:** 25 - 29 Aug 2025 **Location:** Vienna (Austria) **Fees:** 4400 **Euro**

Course Description

This intensive 5-day course is designed for cleaning supervisors and observers seeking to enhance their administrative and supervisory skills. Participants will learn essential techniques for effective staff management, quality control, and operational efficiency in cleaning services. The course covers key areas such as leadership, communication, scheduling, and performance evaluation.

Learning Objectives

- Develop strong leadership and team management skills for supervising cleaning staff
- Master effective communication techniques for clear instruction and feedback
- Learn to create efficient cleaning schedules and manage resources effectively
- Understand quality control processes and performance evaluation methods
- Gain knowledge in health and safety regulations relevant to cleaning operations
- Develop problem-solving skills for addressing common challenges in cleaning supervision

Course Modules

Day 1: Foundations of Cleaning Supervision

- Role and responsibilities of a cleaning supervisor
- Leadership principles for effective team management
- Understanding cleaning standards and best practices
- Introduction to health and safety regulations

Day 2: Communication and Staff Management

- Effective communication techniques for supervisors
- Managing and motivating cleaning staff
- Conflict resolution and problem-solving strategies
- Training and development of cleaning personnel

Day 3: Operational Planning and Scheduling

- Creating efficient cleaning schedules and rosters
- Resource allocation and inventory management
- Time management and prioritization techniques
- Budgeting and cost control in cleaning operations

A graphic of a chessboard with several chess pieces (king, queen, rook, knight, and pawns) in gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

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Day 4: Quality Control and Performance Management

- Implementing quality control processes
- Conducting inspections and audits
- Performance evaluation methods and feedback
- Addressing and correcting performance issues

Day 5: Advanced Supervision Techniques

- Technology in cleaning supervision software, apps
- Customer service skills for supervisors
- Sustainability and eco-friendly cleaning practices
- Continuous improvement and innovation in cleaning services

Practical Wins for Participants

- Improved ability to lead and manage cleaning teams effectively
- Enhanced skills in creating efficient schedules and managing resources
- Increased proficiency in quality control and performance evaluation
- Developed problem-solving skills for addressing common supervisory challenges

A graphic of a chessboard with several chess pieces. A large gold king piece is in the foreground, with a silver pawn and a silver knight behind it. In the background, there are concentric circles emanating from a point on the board.

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