



*Conference:  
Mastering Supervisory Skills*

*20 - 24 May 2024  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Conference: Mastering Supervisory Skills

Conference code: CO8003 From: 20 - 24 May 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur  
Conference Fees: 5445 € Euro

### Introduction

Mastering Supervisory Skills is an exciting and interactive program designed to help experienced and second-level supervisors take stock of their roles and develop the skills and approach they need to perform effectively in the modern organization.

### Program Objectives of Mastering Supervisory Skills

- extend their understanding of the supervisor's role and the processes of managing up, down, and across the organization
- develop a strategy for enhancing the effectiveness of their teams
- develop a strategy to support and develop the performance of each member of their staff
- review their working practices and managerial style

### Conference Methodology of Mastering Supervisory Skills

Mastering Supervisory Skills offers a program that is highly interactive and allows everybody to exchange views and learn from each other's experiences. The program also includes a range of case studies, management games and simulations, discussion exercises, self-assessment instruments, and video training films.

### Conference Summary of Mastering Supervisory Skills

Mastering Supervisory Skills covers a wide range of topics relating to the supervisor's role. The program recognizes that supervisors not only have to manage their teams but also have to operate in a wider organizational context getting things done through, with and for other teams and departments. Insights developed during the course will be particularly useful for second-line supervisors who themselves may have to manage the development of newly appointed supervisors.

### Conference outlines of Mastering Supervisory Skills

#### DAY 1 - Programme introduction/The Supervisor's Role and Competences

- Program introduction and objectives
- Action planning
- Roles and responsibilities of the supervisor
- The competency concept - measuring actual behaviors against the model
- Understanding organizational culture and
- Developing a network of relationships and influence

#### DAY 2 - Delegation and Management Style/Team-Working and Leadership

- Delegation skills and empowerment
- Management style - 'situational' & 'differential' leadership models

- Group dynamics and team formation
- Conflict and conformity in group situations
- Problem-solving and decision making
- Managing team meetings

#### DAY 3 - Managing Performance & Relationships /Personal Effectiveness &Time Management

- Assertiveness
- People problems and problem people
- Constructive criticism - giving and receiving
- Discipline
- Fundamental principles for time management
- Managing time with other people in mind
- Planning and priority setting
- Interruptions and accessibility
- Understanding stress and managing stressed staff

#### DAY 4 - Communication Skills/Managing Performance & Relationships

- Improving communications and relationships
- Dimensions of staff performance
- Practical motivation
- Appraisal - case studies in performance management
- Coaching and developing staff - the skills of on-job training

#### DAY 5 - Managing change and continuous improvement/action planning

- Concept of continuous improvement
- Improving systems and processes - engaging and enthusing the team
- Creative thinking techniques
- Implementing change
- Influencing skills - making a case and managing the "politics"
- Action planning and program review

## Registration form on the Conference: Mastering Supervisory Skills

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Full Name (Mr / Ms / Dr / Eng): .....  
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Company Name: .....  
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### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
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### Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
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