



*Training Course:  
Essential Supervisory Skills*

*16 - 20 September 2024  
Kuala Lumpur (Malaysia)  
Royale Chulan Kuala Lumpur*

## Training Course: Essential Supervisory Skills

Training Course code: PC9332 From: 16 - 20 September 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

### Introduction

This Leadership training course will benefit anyone in a **managerial** or **supervisory** position. It will provide you with the relevant skills and tools you need to be a professional and effective leader as well as increase your confidence and knowledge.

By using a blend of theory and practice, this course is designed to increase your confidence in the field of leadership and supervision and to provide you with the essential knowledge and toolkit of skills to work with confidence in this challenging, but very rewarding area.

### Course Objectives of Essential Supervisory Skills

By the end of this leadership training course you will understand:

- The roles and responsibilities of an effective Supervisor and Team Leader
- how to lead your team to success by being given an insight into recognized Leadership styles
- how to apply a variety of Communication Styles when dealing with a range of differing personalities
- how to Motivate teams and individuals and how to drive their performance to deliver outstanding results
- how to develop the people within your team by delivering Feedback effectively and by setting them SMART Objectives
- recognized tools and techniques used to understand Behaviours and handle any Conflict that may emerge amongst members of your team
- how to drive the productivity of your team by applying effective Delegation and Time Management techniques

### Who should attend?

This Essential Leadership Skills For Managers Course is suitable for anyone who manages, leads or supervises in any environment, or those who have recently taken up a managerial position but have not received any previous training. If you are looking to develop your skills, confidence, knowledge, and understanding of how to inspire your team to deliver outstanding results and to be recognized as being an effective leader and role model to others, then this course will fully meet your objectives and expectations.

### Course Outlines of Essential Supervisory Skills

- Defining the role of the Manager, Supervisor and Team Leader
- Understanding the skills, attributes, and qualities of an Effective Leader
- Establishing your credibility and authority as a Supervisor/Team Leader
- Acquiring a range of Leadership Styles to suit different situations

- Motivating your people towards success
- Handling difficult people and difficult situations - Conflict Management
- Managing workloads through effective Delegation
- Organizing yourself and others through effective Time Management
- Communicating effectively with a range of personalities
- Acquiring the essential skill of delivering Feedback effectively
- Managing difficult personalities and Behaviours within your team
- Coaching individuals and conducting one to one Meetings
- Managing the performance of your people and setting SMART objectives
- Getting the most from your Team Meetings

## Registration form on the Training Course: Essential Supervisory Skills

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

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.