



*Training Course:
Supervisory Skills and Development of leadership*

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

Training Course: Supervisory Skills and Development of leadership

Training Course code: PS1156 From: 16 - 20 December 2024 Venue: Kuala Lumpur (Malaysia) - Royale Chulan Kuala Lumpur Training Course Fees: 5250 € Euro

Introduction

Effective supervisors can make the difference between the success or failure of a company. Training your supervisors allows you to instill your company mission and values in your leaders, who pass them on to the front-line workers. Take advantage of this opportunity to train your new supervisors and sharpen the skills of your experienced ones. It pays to invest in yourself by attending training to enhance your skills and efficiency.

Course Objectives of Supervisory Skills and Development of leadership

By the end of the program, participants will be able to:

- Define the scope, nature, and responsibility of the supervision role and the challenges this role places on them.
- Effectively communicate verbally and non-verbally with others.
- Apply their role as motivators.
- Identify their teamwork style and build an effective team.
- Practice professional techniques in providing positive discipline.
- Use different skills in interpersonal problem-solving and conflict management

Course Outlines of Supervisory Skills and Development of leadership

Day 1: Being a Supervisor Today

- Myths about Supervision
- Supervisors Key Tasks
- Essential Skills for Supervisors
- Responsibilities and Challenges
- Problems Supervisors Encounter

Day 2: Communicating Effectively

- The Communication Process
- Approaches to Interpersonal Relationships with Employees
- Ten Commandments of Human Relations
- Developing Effective Listening Habits
- The Value of Feedback
- Techniques in Providing Feedback
- Guidelines for Assertive Communication

Day 3: Motivating your Workforce

- Definitions of Motivation
- Myths about Motivation

- Motivation and Performance
- Different Workable Motivational Theories
- Building a Motivational Environment

Day 4: Working with Teams

- Identifying your Teamwork Style
- Supervisors Involvement with Teams
- Team Process Facilitation
- Obstacles to Effective Teamwork
- Overcoming Obstacles to Effective Teamwork
- Team Decision-Making Procedures

Orientation and Positive Discipline

- Perceptions During Orientation
- Orientation and Follow Up
- Use of Progressive Disciplinary Practices
- Types of Reinforcement
- Applying Reinforcement Strategies

Day 5: Creative Interpersonal Problem-Solving

- Interpersonal Problem-Solving Process
- Steps for Interpersonal Problem-Solving
- Encouraging Creative Thinking
- Applying Brainstorming Formats and Mechanics
- Key Conflict Management Skills

Registration form on the Training Course: Supervisory Skills and Development of leadership

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

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Position:

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Personal E-Mail:

Official E-Mail:

Company Information

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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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