



*Conference:  
Advanced Supervisory Skills - The Supervisor  
Development Programme*

*25 - 29 April 2027  
Manama (Bahrain)*

## Conference: Advanced Supervisory Skills - The Supervisor Development Programme

Conference code: CO8243 From: 25 - 29 April 2027 Venue: Manama (Bahrain) - Conference Fees: 5150 € Euro

### Introduction

This seminar is tailored for individuals transitioning into roles as supervisors, team leaders, or new managers. It equips participants with essential skills to excel in leadership positions. Attendees will learn to navigate the shift from workforce member to team leader, master key supervisory and management techniques, motivate staff to unlock their full potential, and enhance team communication and performance supervision. The program also focuses on personal empowerment, fostering confidence and effectiveness for successful corporate leadership.

### Objectives

- Know what real supervision is, and be able to explain to others what it is, and what it means
- Understand and practice basic supervisory skills
- Define the difference between the supervisory and the operational roles
- Explain how to set and monitor objectives
- Explain what motivates you and describe ways to motivate others effectively
- Manage performance for results
- Use different techniques to communicate effectively with your team
- Use an appropriate strategy for delegating to others
- Motivate and support others in the achievement of targets
- Demonstrate effective questioning skills
- Communicate effectively
- Empower yourself and the staff who work with you
- Describe your own sources of power and influence and know-how to use and develop your
- Influence to get support and help you to be an effective supervisor

### Target Audience

This seminar is designed for:

- Newly Appointed Supervisors
- Team Leaders and Shift Leaders
- First-Time Managers
- Junior and Middle-Level Managers
- Senior Staff Preparing for Supervisory Roles
- Department Coordinators and Administrative Supervisors
- Operations and Customer Service Supervisors
- HR and Training Professionals responsible for team development
- Professionals seeking to strengthen their leadership, communication, and people management skills
- Individuals aiming to improve team performance, motivation, and workplace effectiveness

## Outlines

### Day 1: What Is A Supervisor?

- Should you be a supervisor?
- Making the transition
- The difference between doing and supervising
- Highs and lows of the supervisory role
- What are the skills of an effective supervisor?
- Developing the skills
- Different ways to supervise others
- Supervisory styles
- Common mistakes you don't want to make

### Day 2: Managing Performance - Getting Results

- Characteristics of Performance Management
- Business Plan basics
- Assessing your current situation
- You and the business plan
- Getting productivity through people
- The importance of strategic Goal Setting
- Develop the 5 Success essentials
- Getting and managing results

- How to develop Pro-Active management
- Benefits and barriers to delegation
- How, when and to whom to delegate
- Getting it done right - instructing others

### Day 3: Managing Performance - Problems And People

- What motivates me?
- What motivates others?
- What does Motivation do?
- Motivation creates energy
- The 3 Major steps of motivation
- Motivation in the workplace
- Herzberg's Motivational Theory
- Tailoring motivation ideas to individual team members
- How to manage conflict
- Working with different types of personalities
- What to do when a problem arises
- Listening and questioning skills

### Day 4: Managing Communication

- What is Communication?
- Three major levels of Communication
- The significance of Non-Verbal Communication
- Factors that affect your Communication
- Communication Chart
- Effective ways to Communicate
- Brain Communication impact

- Communication cycle
- Delivering clear, concise messages
- How to make an effective presentation
- 9 Effective Communication principles
- Positive Visual imaging
- Good / Bad relationships
- Planning a Team meeting
- How to be a decisive Decision maker
- Improving your ability to make decisions
- Verbal communication
- Barriers to communication
- Team communications
- Running a team meeting
- Choosing the right words
- Communicating in writing

#### Day 5: Building Powerful Influence

- What is personal empowerment?
- Sources of personal power
- Developing your Mind, Attitude, Appreciation & Character influence
- Mind Think power
- Know the impact of Teleological Thinking
- Replacement Principle
- Building your personal power
- Using your personal power
- Building trust and believability: walking your talk
- 10 Essential Qualities of a Top Supervisor

- Planning for your future - developing yourself
- How to Stay Motivated

## Registration form on the Conference: Advanced Supervisory Skills - The Supervisor Development Programme

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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): .....  
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### Company Information

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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