MERCURY

Essential Leadership Skills for Supervisors & Managers Training

11 – 15 April 2027
Online



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Ref: 9334_1080539 **Date:** 11 – 15 April 2027 **Location:** Online **Fees:** 1900 Euro

Introduction:

As supervisors, team leaders, and managers progress, they soon realize that new or more advanced skills and knowledge are required to achieve greater success. This essential leadership skills for supervisors and managers course means managing other people, projects, and priorities and leading teams effectively.

This building essential leadership skills course provides a reliable framework for understanding the key drivers of leadership and management success and a toolbox of essential leadership skills for supervisors and managers.

Targeted Groups:

- Team Leaders.
- Managers.
- Supervisors.
- Employees who are being prepared to be promoted to a managerial or supervisory role.

Course Objectives:

At the end of this essential leadership skills for supervisors and managers course, the participants will be able to:

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- Understand the difference between managing and leading.
- Explore the main drivers of leadership and management success.
- Understand the key leadership and management skills, including:

  - Goal Setting and Motivation.
  - Impact and Influence.
  - Customer Service.
  - Emotional Intelligence.
  - Delegation.
  - Time Management.
  - Listening, Feedback, Appraisal, and Learning.
  - Managing Conflict and Challenge.
  - Performance Management.
  - Reporting Up.
  - Profit and Loss.
  - Coaching for Performance.
  - Change and Transition.
  - Personal Development.
  - Create a Personal Development Plan Based on the Above Skills.

Targeted Competencies:

At the end of this building essential leadership skills course, the participant's competencies will be able to:

- The key team leadership and management skills.
- Managing people, projects, and priorities.
- Change management.
- Communication skills.
- Motivation and coaching others.
- Problem-Solving.

What are the Essential Leadership Skills?

In this essential leadership skills for supervisors and managers course, participants will comprehensively explore the key leadership competencies vital for success in managerial and supervisory roles. This seminar is designed to equip new managers and supervisors with essential leadership skills, including project management leadership skills, which are crucial for effectively leading teams and achieving organizational objectives.

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Throughout the essential leadership skills for supervisors and managers training, participants will uncover the top leadership skills required for managers and gain practical insights into essential practices that enhance leadership effectiveness. The course focuses on building essential leadership skills through interactive sessions, covering decision-making, communication strategies, conflict resolution, and team motivation.

By the end of this leadership skills seminar, attendees will clearly understand the essential leadership skills, including navigating challenges and inspiring teams towards shared goals. Whether you want to enhance your leadership abilities or develop new supervisors and managers, this essential leadership skills for supervisors and managers program offers actionable strategies to elevate leadership performance and drive organizational success.

Course Content:

Unit 1: Practical Frontline Leadership Skills:

- The Difference between Leadership and Management.
- How Does Your Leadership Drive Performance?
- The Leadership Cycle: daily, weekly, monthly.
- Leadership Toolbox: the key leadership and management skills.
- Personal Leadership Inventory.

Unit 2: Leadership in Action - People, Priorities, and Projects:

- Dealing with distractions and understanding the value of your time.
- Prioritization and organization: how to master both and teach others.
- Setting and communicating vision, mission, and goals.
- Working together to achieve your goals: the secrets of great teamwork.
- Essentials of project management for managers.
- Coordination activities in the digital age: tools and techniques.

Unit 3: Improving your Team's Performance:

- Mindset, team dynamics, and motivation.
- Limiting beliefs and other brakes on performance.
- Emotional intelligence and influence.
- Teamwork and trust - management skills for managing teams.
- Deep listening, reflection, and learning - learning and working as a team.
- Situational leadership and the one-minute manager.

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Unit4: Leading through Better Communication:

- Leadership and management communication strategies.
- Gaining rapport and building credibility with your team.
- Effective questioning and listening skills.
- Ways to be more convincing and overcome conflict.
- Negotiating an agreement and getting a win-win.

Unit 5: Managing People and Change:

- Theories of change: why we find change hard/how to make it easy.
- Coaching for performance: Giving and receiving feedback.
- Difficult conversations and conflict.
- Working relationships managing up and down.
- Personal development and growth plan.
- Leadership and management skills: summary.
- Personal development plans.

Conclusion:

In the Essential Leadership Skills for Supervisors and Managers course, participants emerge equipped with a robust toolkit of essential leadership skills tailored to new managers and supervisors. This comprehensive training addresses the critical competencies needed to excel in leadership roles, including project management leadership skills indispensable for overseeing complex initiatives.

Throughout this essential leadership skills for supervisors and managers program, attendees gain practical insights into important leadership skills for managers to uncover key strategies to lead teams and drive organizational success and explore top leadership skills essential for managers, such as communicating effectively, making strategic decisions, and fostering team collaboration.

By the end of this seminar, participants understand the fundamental leadership skills for supervisors and grasp the nuances of essential leadership skills, enabling them to navigate challenges confidently and inspire peak performance from their teams. This training program is a transformative journey toward building and refining essential leadership skills, empowering managers and supervisors to lead with impact and drive positive organizational change.