Mastering Advanced Supervisory Skills Training Workshop

12 - 16 Aug 2024
Lisbon (Portugal)

Istanbul - Turkey: +90 539 599 12 06
Amman - Jordan: +962 785 666 966
London - UK: +44 748 136 28 02

Mastering Advanced Supervisory Skills Training Workshop

Ref.: 8003_262307 **Date:** 12 - 16 Aug 2024 **Location:** Lisbon (Portugal) **Fees:** 4900 **Euro**

Introduction

Mastering Supervisory Skills is an exciting and interactive workshop designed to help experienced and second-level supervisors review their roles and develop the skills and approaches they need to perform effectively in the modern business environment.

Enhancing Supervisory Skills

Incorporating essential supervisory skills, excellent supervisory skills, and the importance of supervisory skills, this advanced supervisory skills workshop will focus on cutting-edge methods to improve supervisory capacity. This advanced supervisory skills workshop will ensure that participants can confidently lead, manage teams efficiently, and drive continuous organizational improvement.

Enhancing Core Supervisory Skills

This advanced supervisory skills workshop will focus on developing basic supervisory skills, practical supervisory skills, and essential supervisory skills to form a strong foundation that supports the advanced supervisory skills training provided.

By engaging with the comprehensive supervisory skills development course content, attendees will leave with a robust, multifaceted set of abilities that will serve them well in any supervisory or management role. Whether you aim to improve supervisory skills already acquired or to lay the groundwork for a future leadership position, this advanced supervisory skills workshop is an indispensable resource for professional growth.

Targeted Groups

- Supervisors.
- Team leaders.
- This advanced supervisory skills course is for employees poised to be promoted to a supervisory position.
- This advanced supervisory skills conference is for persons keen to acquire supervisory skills to advance their careers.

Conference Objectives

By the end of this advanced supervisory skills workshop, participants will be able to:

- Broaden their understanding of the supervisor's role and the processes of managing up, down, and across the organization.
- Develop strategies for enhancing the effectiveness of their teams.
- Support and further develop the performance of each team member.
- Implement changes and ensure continuous improvement.
- Reflect on their working practices and managerial style.

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Targeted Competencies

At the end of this advanced supervisory skills conference, the participants will be able to:

- Learn leadership and supervisory skills.
- Communication skills.
- Understand management and supervisory skills for performance.
- Time management.
- Learn about delegation and supervisory skills.

Conference Content

Unit 1: The Supervisor's Role and Competencies

- Define the roles and responsibilities of a supervisor.
- Understand the competency concept and how to measure actual behaviors against the ideal model.
- Understanding and navigating organizational culture.
- Build and leverage a network of relationships and influence.

Unit 2: Delegation and Management Style

- Master delegation skills and empower team members.
- Exploring management style - understanding situational and differential leadership models.
- Analyze group dynamics and the stages of team formation.
- Deal with conflict and promote conformity in group situations.
- Enhance problem-solving and decision-making abilities.
- Effective managing team meetings.

Unit 3: Communication Skills

- Overview of advancing communication skills to improve relationships.
- Recognize various dimensions of staff performance.
- Learn about strategies for the practical motivation of team members.
- Conduct appraisals using case studies in performance management.
- Learn how to coach, develop staff, and master the skills needed for on-the-job training.

Unit 4: Managing Performance and Relationships

- Assertiveness.
- Understand the difference between people's problems and problem people.
- Learn about constructive criticism, giving, and receiving.
- Discipline.
- Fundamental principles for time management.
- Manage time with other people in mind.
- Planning and priority-setting.
- Interruptions and accessibility.
- Understand stress and manage stressed staff.

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Unit 5: Managing Change and Continuous Improvement

- Grasp the concept of continuous improvement.
- Identify and champion improvements in systems and processes.
- Engage and motivate the team toward common goals.
- Employ creative thinking techniques to foster innovation.
- Implement change.
- Influencing skills, making a case, and managing the 'politics.'
- Create actionable plans for implementing learned strategies.

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Registration form on the :
Mastering Advanced Supervisory Skills Training Workshop

code: 8003 **From:** 12 - 16 Aug 2024 **Venue:** Lisbon (Portugal) **Fees:** 4900 **Euro**

Complete & Mail or fax to Mercury Training Center at the address given below

Delegate Information

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

Company Information

Company Name:
.....
Address:
.....
City / Country:
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Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
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Position:
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Telephone / Mobile:
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Payment Method

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