



Advanced Leadership, Effective
Management, and Development of
Supervisory Performance

23 - 27 Dec 2024
Vienna (Austria)



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Ref.: 15319_304131 **Date:** 23 - 27 Dec 2024 **Location:** Vienna (Austria) **Fees:** 4900 **Euro**

Introduction:

Since the supervisory levels serve as a bridge between the executive and higher administrative levels, achieving organizational goals, boosting productivity, and improving overall performance, all impact the effectiveness and efficiency of the supervisor's work. Additionally, supervisors in any organization require ongoing supervisory development training to learn new skills and techniques.

The more sophisticated talents are reflected in the development of these abilities and the activation of their function in inspiring employees and encouraging them to support organizational goals. To perform an outstanding supervisor job in your company, you must become familiar with the distinguishing supervisory talents and their cutting-edge approaches.

Advanced Leadership and Supervisory Skills Development:

This advanced leadership, management, and supervisory development course is designed to harness the advanced supervisory skills, leadership development, and supervisory management training necessary for participants to lead effectively at the supervisory level.

The ideal participants will engage in comprehensive, advanced leadership, management, and supervisory development training covering the essence of supervisory leadership and how it can be optimized to enhance supervisory performance and leadership skills.

Targeted Groups:

- Managers at the upper, middle and supervisory levels of management in the public and private sectors.
- Heads of departments in institutions.
- Administrative supervisors and their deputies.
- Anyone who finds himself in need of this course and wants to develop his skills and experience.

Course Objectives:

At the end of this advanced leadership, management, and supervisory development program, participants will be able to:

- Recognize the different dimensions of the administrative process and its role in the effective management development of the organization.
- Acquire skills related to the role of supervisors in planning and organizing.
- Gain practical communication skills.
- Recognize the rules and foundations of managing work conflicts and provide them with the skills to deal with them.
- Gain knowledge of time management and organization skills.
- Acquire knowledge related to leadership, organizing and managing work teams and directing teamwork.

- Acquisition of knowledge related to recent trends in management and their application in work fields.
- Understand the functions, nature and importance of supervisors in contemporary organizations.
- Mastering supervisors' skills in achieving comprehensiveness and effectiveness of the administrative process methods and skills for setting goals and planning work programs, determining work and operational needs, organizing, dividing, and distributing work to subordinates.
- Understand the role of supervisors in training, directing, and developing subordinates, as well as the methods and skills of preparing and qualifying the second grade.
- Mastering the skills of modifying, changing and developing the behavior of subordinates, encouraging positive attitudes and motivating them to work and perform outstandingly.
- Mastering the methods and skills of supervisors in achieving effective communication and dealing with subordinates, managing formal and informal work groups, and building team spirit.
- Follow-up and evaluation of subordinates' performance the modern scientific concept of performance evaluation, methods of performance evaluation, skills for facing evaluation problems, and uses of evaluation results.
- Understand styles of supervision, leadership, and adequate supervision.
- Mastering the integrated, holistic approach in identifying and analyzing work problems and methods of making rational decisions in confronting them.
- Understand change management aspects and dimensions of change required from supervisors - obstacles to change and its problems - methods and skills for facing resistance to change.

Target Competencies:

At the end of this advanced leadership, management, and supervisory development training, participants will be able to:

- Define the supervisor's role.
- The challenge in the supervisory job.
- Supervisory Excellence and Challenges.
- Use a positive approach and measure morale.
- Human skills and team building.
- Best and worst supervisor.
- Success skills: technical, human relations and perception.
- Finishing the work.
- Delegating work is essential to everyone.
- The benefits of delegating work to you.
- Basic guidelines for effective team leadership.
- The Seven Principles for Building a Successful Team.
- Strategic and dynamic thinking.
- How do we exercise discipline and save time for strategic thinking?

Course Content:

Unit 1: Defining the Supervisor's Supervisor's Role, Supervisory Excellence and Challenges:

- Define the supervisor's role.
- The challenge in the supervisory job.

- Supervisor Responsibilities, Supervisor Role.
- Criteria for measuring and evaluating the results of your success as a supervisor.
- Use a positive approach and measure morale.
- Develop a positive attitude to double productivity.
- Strengthen your future career.
- Effort to maintain positivity.
- Attention to the development of personal skills.
- Formation of the perfect and brilliant work team.
- Imposing authority and appearing strong and empowered.
- Use the power of experience instead of the power of position.
- Actions are more potent than words.

Unit 2: Human Skills and Team Building:

- Best and Worst Supervisor.
- Success skills: technical, human relations and perception.
- Supervisory skills list.
- Develop human skills and build good relationships.
- Naughty employee and unforgivable mistakes.
- Leaders make successful teams.
- The growth of the work teams in stages and the bosses' satisfaction.

Unit 3: Getting the Work Done:

- Delegate work is essential for everyone.
- The benefits of delegating work to you.
- Does delegation double productivity?
- Select Delegated Business.
- Develop decision-making skills.
- Criteria for making a decision.
- Full-time driving.
- Decision-making levels.
- Setting daily goals.

Unit 4: Basic Guidelines for Effective Team Leadership:

- The Seven Principles for Building a Successful Team.
- How do you make your team productive?
- Learn how you deal with those who prefer solitude.
- How do you deal with team member disputes?
- Work lab on practical team management skills.

Unit 5: Strategic and Vital Thinking:

- How do we exercise discipline and save time for strategic thinking?
- How do you use thinking tools in different situations?
- Learn how you can improve your strategic thinking.
- How do you categorize the accumulated opaque information so that you can focus on what matters most strategically?
- Practical and applied cases.
- Evaluation and conclusion of the training program.



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**Registration form on the :
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