



Advanced Leadership, Effective  
Management, and Development of  
Supervisory Performance



# Advanced Leadership, Effective Management, and Development of Supervisory Performance

## 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 have an impact on the effectiveness and efficiency of the supervisors' work. Additionally, supervisors' skills in any organization require ongoing development in order to pick up 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 the organizational goals. To be able to perform an outstanding supervisory job in your company, you need to get familiar with the distinguishing supervisory talents and their cutting-edge approaches.

## 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 program, participants will be able to:
- Recognize the different dimensions of the administrative process and its role in the effective management of the organization.
- Acquire skills related to the role of supervisors in planning and organizing.
- Gain effective 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 and 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 the performance of subordinates the modern scientific concept of performance evaluation - methods of performance evaluation - skills of facing evaluation problems - uses of evaluation results.
- Understand styles of supervision, leadership and effective supervision style.
- Mastering the skills of using 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:**

- Define the supervisor's role.
- The challenge in the supervisory job.
- Supervisory Excellence and Challenges.
- Use 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 important 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 to exercise discipline and save time for strategic thinking?

## **Course content:**

### **Unit 1: Defining the 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
- Using positive approach and measuring 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 stronger 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 satisfaction of the bosses

### **Unit 3: Getting the Work Done:**

- Delegating work is important 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?
- How do you deal with those who prefer solitude?
- How do you deal with team member disputes?
- Work lab on effective team management skills

### **Unit 5: Strategic and Vital Thinking:**

- How to exercise discipline and save time for strategic thinking?
- How to use thinking tools in different situations?
- How to improve your strategic thinking?
- How to 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