

Enhancing Supervisory Skills



Be a total package leader!

As the business environment gets more dynamic, organizations are rapidly evolving and the role of supervisors is becoming more diverse. Enhancing Supervisory Skills (ESS) is designed for Supervisors with technical background and management knowledge. The program is intended for the Supervisors to develop and enhance their understanding and practice of fundamental management principles in the context of today's challenging environment.

ESS will enable participants to refine and expand their thinking. The program's focus is on participative management, improving the behavioral skills and enhancing the Team work.

Benefits of attending

- Supervisors will be able to understand the quality policies and philosophy of the organization
- They would be trained towards being solution oriented
- They would be trained to understand the importance of their role in the organization towards getting the management decisions executed.

Learning Objectives

- Understanding the demands of being in a supervisory role
- Impact of communication skills for effective and efficient work flow management
- Scheduling and managing time effectively
- Developing productive relationship with Staff
- Encouraging and motivating others for best performance
- Monitoring and evaluating job performances
- Giving constructive feedback
- Managing differences and resolving conflicts
- Improving teamwork and productivity within the work unit
- Understanding the leadership role of a supervisor



Contents

- What is an effective supervisor & his role
- Communication skills with peers & subordinates
- Time management skills
- Developing productive relationship
- Team motivation skills
- Monitoring performance
- Giving and taking feedback
- Conflict resolution
- Enhancing productivity
- Leadership skills

Program Methodology

- Line managers will be interviewed by the facilitators to ascertain their needs
- Specific cases (industry & organization based) will be developed for case study learning method
- Group exercises will be given for thought provoking ideas
- Both indoor & outdoor facilities will be used for learning process
- Team building & leadership learning activities will be conducted outdoor
- Participants will be given some home exercises to be completed over night for next day discussions
- Post training evaluation after 6-8 weeks may be added for performance evaluation (Optional)

A supervisor can directly affect the productivity of several employees. It is therefore necessary for supervisors to be able to get the best results from themselves and others. This workshop offers your supervisors the opportunity to develop a wide range of supervisory skills covering both interpersonal and professional areas. Workshop enables supervisors to broaden their thinking, adapt with the changes and learn tools to meet workplace challenges. Participants will learn to take more responsibility, communicate effectively and help team member contribute to their best. It also prepares supervisors for managerial roles.

Who should attend?

Managers and floor supervisors who want to maximize their productivity as assigned floor/task in charges.

Program Dynamics

Level 1:	Basic
Level 2:	Advance
Level 3:	Professional
Duration:	02 days
Participants:	20
Venue:	on-site
Pre-training assessment:	Yes
Post-training report:	Yes
Memory Video & clips:	Yes
Training manual:	Yes
Training certificates:	Yes

Features

- On-site training and expert guidance from highly qualified trainers

