

Becoming An Effective Supervisor

Duration: 5 Days

Language: en

Course Code: MG2-160

Objective

Upon the completion of the course, participants will be able to:

- Describe the role of a supervisor.
- Delegate tasks accordingly based on business needs and employee skillset.
- Inspire and motivate individuals and teams to reach their maximum potential.

- Set realistic goals and objectives for projects.
- Develop a strong and effective communication style.
- Provide coaching to weaker performing employees and encourage improvement.
- Identify a personal leadership style.
- Review different styles of mentorship and find some that resonate personally.
- Lead a team with passion and dedication.
- Recognise personal strengths and weaknesses and work to improve them.

Audience

This course is designed for anyone who has taken on a new supervisory role, or those currently in a leadership role who aspire to learn and develop their skills. It would be most beneficial for:

- Team Leaders
- Sales Managers
- Project Managers
- Department Supervisors
- Training and Development Managers
- Site Supervisors
- HR Personnel
- Marketing Managers
- Senior Executives

Training Methodology

This course uses a variety of adult learning styles to aid full understanding and comprehension. Participants will review case studies of established leaders to highlight areas where they apply particular skills or methods that may contribute to their success.

Through learning exercises, participants will analyse the examples given to look for certain skills, communication styles, and coaching methods that they believe to be effective. In group activities and role-playing scenarios, they will be allowed to demonstrate the learned skills and develop their communication style. Participants will then provide feedback to one another to offer them more perspective on their abilities. This allows for a full and comprehensive understanding of the taught content.

Summary

Many factors contribute to business success. One important factor is efficient management.

An effective supervisor is crucial to maintaining employee productivity. A supervisor must take on the responsibility of ensuring a positive working environment that encourages passion and dedication in all employees from the top down.

For this to be done effectively, supervisors must have a strong, yet empathetic voice when communicating with team members and operate an open-door policy that encourages and empowers the workforce. Conflict and challenges will likely arise within the team and a supervisor with powerful language skills will be more able to resolve these issues. A leader's style and energy will reflect all throughout their employees and will have a heavy influence on their productivity.

Not only are communication skills important, but practical skills are essential. Supervisors need to be competent in managerial duties and have the physical skills that may accompany their role. Planning, setting objectives, and monitoring performance are vital tasks conducted by supervisors to ensure employees are working to meet business needs and industry standards.

Course Content & Outline

Section 1: Introduction to Leadership

- Defining what supervision and leadership are.
- Reviewing the roles and responsibilities of leadership positions.
- Assess what a successful leader looks like.
- How particular roles fit into certain types of organisations.
- Issues and challenges a supervisor may face.
- Transitioning into the role.

Section 2: Managing a Team

- The vitality of creating a vision within the team.
- Setting individual goals relating to their specific abilities.
- Setting goals for an entire team.
- Techniques to lead by example.

- Methods of planning and organising.
- Prioritising tasks and activities.

Section 3: Monitoring Performance

- Setting targets, objectives, and standards following the SMART model.
- Monitoring the performance of individuals and teams.
- Establishing one-to-one reviews to discuss performance and identify areas for improvement.
- Recognising challenges and finding ways to overcome them.

Section 4: Communicating and Coaching

- Leading to achieve.
- Using empowering language to encourage individuals.
- Creating a safe and positive working environment.
- Understanding team dynamics and balancing relationships.
- Addressing conflict within the team and finding reasonable solutions.
- Utilising mentoring techniques to promote improvement.
- Providing coaching opportunities for those who require it.

Section 5: Providing Results

- Making decisions to deliver results.
- Providing, receiving, and responding to constructive criticism.
- Engaging in formal and informal team meetings.
- Using empathy when communicating results.

Certificate Description

Upon successful completion of this training course, delegates will be awarded a Holistique Training Certificate of Completion. For those who attend and complete the online training course, a Holistique Training e-Certificate will be provided.

Holistique Training Certificates are accredited by the British Assessment Council (BAC) and The CPD Certification Service (CPD), and are certified under ISO 9001, ISO 21001, and ISO 29993 standards.

CPD credits for this course are granted by our Certificates and will be reflected on the Holistique Training

Certificate of Completion. In accordance with the standards of The CPD Certification Service, one CPD credit is awarded per hour of course attendance. A maximum of 50 CPD credits can be claimed for any single course we currently offer.

Categories

Human Resources Management (HRM), Management & Leadership

Tags

Leadership, Management, Performance, Supervisor

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Discover the essential skills and qualities needed to excel as a supervisor in this

comprehensive blog post. Learn how to become an effective leader, understand the responsibilities of a supervisor, and unleash the power of strong supervision for increased productivity and organisational success.

YouTube Video

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