

Course Overview:

High Impact Supervisor Skills is designed to support the new (or relatively new) supervisor in creating a work environment that enhances productivity, teamwork, and the achievement of business results. This highly interactive, experiential-based workshop focuses on providing powerful skills and tools that can be easily transferred from the classroom to the work environment. Through facilitator-guided discussion, skill practice exercises, and individual introspection, workshop participants will discover how they can become "high impact" supervisors right from the start!

Course Objective:

- Know what real supervision is, and be able to explain to others what it is, and what it means
- Understand and practice basic supervisory skills
- Define the difference between the supervisory and the operational roles
- Explain how to set and monitor objectives
- Explain what motivates you and describe ways to motivate others effectively
- Manage performance for results
- Use different techniques to communicate effectively with your team
- Use an appropriate strategy for delegating to others
- Motivate and support others in the achievement of targets
- Demonstrate effective questioning skills
- Communicate effectively
- Empower yourself and the staff who work with you
- Describe your own sources of power and influence and know how to use and develop your
- Influence to get support and help you to be an effective supervisor

Course Outline:

1. - Managing the Work versus Doing the Work
2. - Supervisory Effectiveness
3. - 4 Basic Styles
4. - Supervisor Style Assessment
5. - Principles of Managing Performance
6. - Objective Setting
7. - Coaching and Feedback
8. - Performance Review Essentials
9. - Creating Buy-In and Change Within a Team
10. - Building a Winning Team
11. - Decision-Making in a Team
12. - Conflict Management Essentials
13. - Your Conflict Management Style
14. - Managing Conflict Between Team Members
15. - Role Play: Conflict Between Two Direct Reports

Who Should Attend:

Training Language:

English

Training Methodology:

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Simulation

Venue | Date | Fees

Khobar | 31-12-2023 | 10,350 SAR
ONLINE | 31-12-2023 | 7,475 SAR
Riyadh | 21-01-2024 | 10,350 SAR
Riyadh | 21-04-2024 | 10,350 SAR
Khobar | 21-04-2024 | 10,350 SAR
Khobar | 01-09-2024 | 10,350 SAR
Riyadh | 08-09-2024 | 10,350 SAR
Khobar | 20-10-2024 | 10,350 SAR

This course is designed for all those who have the potential and capabilities of developing into Supervisor's, Team leader's and new manager's