



First Select

Advanced Supervisory Skills

Date	Venues	(\$Fees	Book your seat
08 Dec -12 Dec 2024	Kuala Lumpur	3300	Register Now

This highly interactive workshop helps supervisors or "would be" supervisors clarify their role as leaders of their work group. Essential skills including delegation and planning are explored, as well as the tools needed to establish clear expectations for others. This workshop prepares supervisors with all the basic concepts they need to step into their new role.

Objectives:

Participants can expect to:

- Describe the characteristics of a successful supervisor
- Define the basic responsibilities of a first-line supervisor
- Use simple motivational concepts to lead workers to better performance
- Be more effective in planning and organizing the work that needs to get done
- Set clear expectations for employees to maximize workplace performance
- Develop a personal development plan for the future

Who should attend?

This workshop is ideal for new, first-line supervisors who are exploring all of the facets of their new role. Experienced supervisors also benefit from this course, which offers a review of the basic success skills for all workgroup leaders. Likewise, those non-supervisory employees who are interested in exploring elementary supervisory skills should also attend.

Course Outline:

- Characteristics Of Successful Supervisors
- Supervisory Skills Self-Assessment
- Seven Key Responsibilities Of Supervisors
- Expectations Of Others And Other Supervisory Concerns
- Creating A Motivating Work Environment
- Supervisors Must Follow The Rules
- Planning, Organizing, And Delegating Work Assignments
- Managing Performance Day To Day
- Action Planning

WORKSHOP STYLE:

This will be a participative workshop with a mix of interactive learning sessions, exercises and discussions aimed to

provide maximum impact and learning retention for all delegates.



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