

# The Professional Supervisor

## COURSE OVERVIEW

With a host of new challenges and responsibilities to tackle, new supervisors need training that helps them adjust to their new role.

This three-day workshop will help you overcome many of the problems a new supervisor may encounter, and sets the groundwork for a successful change in your working life!

### KEY SUBJECT AREAS

- Adjusting to your role
- Action-centered leadership
- Making plans and setting goals
- Defining leadership
- The Situational Leadership Model
- What's your type? How about mine?
- Team building tips
- Communication skills and motivating employees
- Orientation and onboarding
- Training tips and tricks
- Providing feedback and doing delegation right
- Dealing with conflict and managing discipline issues

### LEARNING OUTCOMES

This workshop will enable the participant to:

- Clarify the scope and nature of a supervisory position.
- Learn some ways to deal with the challenges of the role.
- Recognise the responsibilities you have as a supervisor, to yourself, your team, and your organisation.
- Learn key techniques to help you plan and prioritize effectively.
- Acquire a basic understanding of leadership, team building, communication, and motivation, and what part they play in effective supervision.
- Develop strategies for motivating your team, giving feedback, and resolving conflict.

*Learn effective leadership techniques that will turn you into a confident, professional supervisor.*

*Duration: 3 days*

### *Unique features*

The Professional Supervisor Workshop is designed to meet current market trends.

- Professional facilitators use the most up to date accelerated learning techniques.
- An interactive, relaxed atmosphere with real world examples.
- Modern presentation methods using audio and visual presentations.

### *Who should attend?*

Anyone who wants to increase their management potential by becoming a confident, professional supervisor.

### *Includes...*

- Resource material & workbook.
- Training 101 Certificate
- Quick reference guide.

Contact us for more information  
or to register on a workshop:

**P: 0800 801 233**