



**London Elite Centre**



## *Enhancing the Skills of Supervisory leadership*

*PDF Broshoure of the Event*  
<https://londonelitecentre.com>



## Enhancing the Skills of Supervisory leadership

Start date:2023-11-06

End date:2023-11-10

Location:London

Price: \$5750

These competencies include taking control of your workload through preparation and reliable time as well as job monitoring, obtaining the best out of your team via leadership, team effort, and also personnel growth, as well as ultimately contributing to the success of your organization through setting as well as accomplishing of goals to improve you and your group's payment to its interior and also exterior clients.

Better, you will certainly also learn essential self-management strategies, for you to have the personality and also self-control not simply to make it through yet excel in your function as a manager.

### Program Purposes of Enhancing the Skills of Supervisory leadership

- Organise workload via effective preparation, prioritizing & time management approaches
- Support the team outcome via teamwork, delegation, coaching, inspiration & team advancement strategies
- Apply techniques to communicate plainly, concisely & continually with all levels of the company
- Examine the management styles, toughness & weakness & exactly how it affects the team & task success
- Manage the mind, feelings & stress and anxiety efficiently to not simply accomplish work objectives however to enjoy work-life a lot more

#### Day 1

Setting the Direction and Focus / The Supervisor's Role

- The roles, behaviours, skills, and attitudes of a great supervisor
- Clarifying the team's purpose, vision, mission, values, and tasks
- Providing quality customer service
- How to be a great team leader
- Getting input and involvement from the team
- Common supervisor mistakes and how to avoid them

#### Day 2

Planning and Organising Time and Tasks

- Taking control of your time and tasks
- Planning, prioritizing, and scheduling work
- Handling issues such as interruptions, accessibility & multiple deadlines



- Delegating tasks and responsibilities
- Project Planning Basics & Mind Mapping and Project Planning Software

## Day 3

### Maintaining Effective Working Relationships

- Group dynamics and team formation
- The essential habits of highly effective teams
- Dealing with problematic behaviours
- Understanding communication styles
- Managing conflicts on the team
- Emotional intelligence and self Management

## Day 4

### Coaching and Developing the Team

- Analyzing your team members strengths and development needs
- Coaching, training, and developing staff
- Motivating the team and individuals
- Giving and receiving feedback effectively
- The art of active listening
- 'How to influence and bring out the best in others
- How to give a clear and memorable presentation

## Day 5

### Measuring and Managing Performance

- Goal Setting and benchmarking to achieve competitive targets
- Setting up work systems that aid effective team performance
- Establishing clear guidelines for and measures of performance
- How to constantly improve the quality of products and services
- Running productive meetings
- Problem-solving and decision making