

Advanced Supervisory Skills Training

Overview

Supervisors and managers are tasked to make sure that things are done correctly and at the right time. However, managing people has gradually evolved, and most experienced supervisors must learn to adapt to the change. Some “old” supervisory techniques may no longer work. In this seminar, you will be taught the best practices in management, and how to supervise a team in the most effective manner.

Objectives

- To understand and practice proper supervisory skills
- To learn how to effectively manage subordinates
- To know how to communicate and lead your team
- To understand limits of your power in handling staff working for you
- To be able to know the strategies in dealing with conflicts in the group

Who Should Participate

- Experienced supervisors, assistant supervisors, managers, those who are being groomed for promotion, and anybody who is tasked to lead a team

Key Topics

MODULE 1: BASICS OF LEADERSHIP

Leadership defined
General type of leaders (formal and informal leaders)
Leadership style

Leadership style evaluation
Demonstrating leadership effectively

MODULE 2: GROUP DYNAMICS

Basics of group dynamics
Self-perpetuating cycle of activities
Team morale
Management and productivity

MODULE 3: RESOLVING CONFLICT

Conflict defined
Source of conflict
Conflict situations responses

MODULE 4: EFFECTIVE DELEGATION

Empowering and motivating employees through delegation
Steps in effective delegation
The do's and don'ts of delegation

MODULE 5: MAKING DECISIONS TO SOLVE PROBLEMS

Problem solving and decision making techniques
PSDM basic tools

MODULE 6: COACHING AND COUNSELING

Preparation is the key
Coaching people through mistakes
Pitfalls to avoid
Guidelines for conducting session

MODULE 7: MANAGING MEETINGS

The do's and don'ts of managing meetings
Agendas and minutes of meetings
Dealing with time wasters in meetings

Reserve now! Call us at:

Tel. (02) 8.727.56.28 / (02) 8.727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162

/ Sun: 0933-584-7266

Website: www.businesscoachphil.com

Time

- 9:00 am - 4:00 pm

Venue

- Unit 705-D Atlanta Centre, 31 Annapolis St., Greenhills, San Juan City, Metro Manila

Schedule

- Please check our website, or you may call any of our customer representatives.
- Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of its events.

Seminar Fee

- Php 4,000.00 per participant (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

Why Choose BusinessCoach Inc. - VALUE!

1. The small number of participants allows proper learning; just like having your own consultant at a bargain price!
2. Exit surveys from our seminar attendees show the average rating of our resource speakers are from very good to excellent!
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Discount

- Php 500.00 Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

Reservation

- Please call to register or use the registration form below. Kindly fill-out and send to us through fax (8.727.8860 or 8.727.5628) or email. You will receive a confirmation within 48 hours.

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- Deposit/Transfer cash payment to Banco de Oro:

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Seminar Title _____

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Name/s of Participant/s _____

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