

Basic Supervisory Skills Training

Overview

Supervisory skills training is essential because becoming a supervisor or manager demands new skills, you must now learn how to lead and accomplish tasks through others. This one day seminar is excellent for the new supervisor or manager and also for those who need to have a refresher on their supervision skills. There will be plenty of activities to stimulate participants and to make the lessons more memorable.

Objectives

- To train the new supervisor or manager to be effective in their new position
- To improve the performance of current supervisors and managers

Who Should Participate

- Supervisors
- Businessmen and managers who wish to improve their managerial skills

Key Topics

Module 1: The Supervisor

- A. The Supervisor Defined
- B. Transition in Roles
- C. The Allen Management Wheel & the Four Management Function

Module 2: Planning

- A. Forecasting
- B. Developing Objectives & Strategies
- C. Tasking
- D. Scheduling
- E. Budgeting
- F. Developing Policies, Procedures and Processes

Module 3: Organizing

- A. Defining Work
- B. Grouping Work
- C. Assigning Work
- D. Integrating Work

Module 4: Leading

- A. Motivating
- B. Communicating
- C. Decision Making
- D. Selecting People
- E. Developing People

Module 5: Controlling

- A. Developing Standards
- B. Measuring Performance
- C. Evaluating Performance
- D. Correcting Performance

*Workshop

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!
3. We offer the most diverse seminars and workshops.
4. We make sure that our trainers provide the most significant and useful information.
5. Our customers keep coming back, while the others give us numerous referrals.
6. We have trained over 100,000 professionals, and counting!!!

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.

Mode of Payment

- Deposit/Transfer cash payment to Banco de Oro:

Savings Account Name: BUSINESSCOACH, INC.
Savings Account Number: 00235-003-71-22

- Kindly email deposit slip or screen capture of payment details (indicate name of participant and seminar title) to confirm reservation.

Register Now! (Limited Slots Available)



Seminar Title _____

Date _____

Name/s of Participant/s _____

Company Name _____

Address _____

TIN _____

Contact Person _____

Designation _____

Landline _____

Mobile Number _____

Email Address _____

(You may use a separate sheet for additional registrations)

*Kindly fax to (02) 8.727.5628 or (02) 8.727.8860, or email form to businesscoachphil@gmail.com