

Key Management Skills for Supervisors & Junior Managers



Description

"I believe the real difference between success and failure in a corporation can be very often traced to the question of how well the organization brings out the great energies and talents of its people" Thomas J. Watson. Junior - Supervisors, team leaders and managers provide the link to delivering and communicating organisational strategy and objectives to their teams. It is vital that the best management skills are utilised to ensure that the team is able to perform to the best of their ability. This programme will help you develop a management style and operate up-to-date techniques to face day to day challenges of supervising and managing effective, efficient and productive teams.

Objectives

At the end of this programme, participants will be able to:

- Understand the role of the supervisor/team leader/junior manager.
- Develop work planning and delegation skills to implement with your team.
- Learn how to inspire and motivate your team to perform to their best potential.
- Learn how to agree and set goals with your team.
- Develop a management style that will facilitate team performance.

Target Audience

Supervisors | Team leaders | Managers | Aspiring team leaders, supervisors and managers.

Areas Covered

This comprehensive programme will include the following outline:

- Role of a Supervisor
- What are the Qualities?
- Secrets of Work Planning
- Defining Objectives
- Work Planning Techniques
- Delegation Skills
- Barriers to Delegation
- The Process of Delegation
- Motivating Your Team
- Abraham Maslow: Hierarchy of Needs Theory
- Frederick Herzberg: Motivation-Hygiene Theory
- Agreeing and Setting Goals
- Management By Objectives
- Improving Team Working
- Effective Leadership: Mastering the Essentials
- Leaders vs. Managers
- Building Trust
- Becoming Self Aware