

# Mastering Supervisory Skills Course

## Venue Information

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**Venue:** London UK

**Place:**

**Start Date:** 2025-12-15

**End Date:** 2025-12-19

## Course Details

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**Net Fee:** £4750.00

**Duration:** 1 Week

**Category ID:** MAL

**Course Code:** MAL-92

## Syllabus

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### Course Syllabus

#### Introduction

Mastering Supervisory Skills is an exciting and interactive programme designed to help experienced and second-level supervisors take stock of their roles and to develop the skills and approach they need to perform effectively in the modern organisation.

#### objectives

- extend their understanding of the supervisor's role and the processes of managing up, down and across the organisation
- develop a strategy for enhancing the effectiveness of their teams
- develop a strategy to support and develop the performance of each member of their staff
- review their personal working practices and managerial style

#### Contents

- Action planning
- Roles and responsibilities of the supervisor
- The competency concept – measuring actual behaviours against the model
- Understanding organisational culture and
- Developing a network of relationships and influence

## **Day Two**

### Delegation and Management Style/Team-Working and Leadership

- Delegation skills and empowerment
- Management style – ‘situational’ & ‘differential’ leadership models
- Group dynamics and team formation
- Conflict and conformity in group situations
- Problem solving and decision making
- Managing team meetings

## **Day Three**

### Communication Skills/Managing Performance and Relationships

- Improving communications and relationships
- Dimensions of staff performance
- Practical motivation
- Appraisal – case studies in performance management
- Coaching and developing staff – the skills of on-job training

## **Day Four**

### Managing Performance and Relationships/Personal Effectiveness and Time Management

- Assertiveness
- People problems and problem people
- Constructive criticism – giving and receiving
- Discipline
- Fundamental principles for time management
- Managing time with other people in mind
- Planning and priority setting
- Interruptions and accessibility
- Understanding stress and managing stressed staff

## **Day Five**

### Managing change and continuous improvement/action planning

- Concept of continuous improvement
- Improving systems and processes – engaging and enthusing the team
- Creative thinking techniques
- Implementing change

