

## SUPERVISOR SKILLS - "THE NEW TEAM LEADER" YOUR ROLE AND COMMUNICATING WITH YOUR TEAM 1-HOUR ONLINE WORKSHOP

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**COURSE LENGTH: 0.1 DAYS**

This short targeted workshop style live online class helps new supervisors get clear on what it means to lead a team, and how to transition from *Team Member* to *Team Leader*.

By focussing on the first two key steps to being a great team leader - understanding your role, and communicating with your team you can set yourself up for success with a solid foundation.

This is an instructor-led class that you can attend from home or your office.

The virtual classroom uses an advanced version of Zoom called 'Zoom for Webinars' that includes enhanced collaboration features such as One-click content sharing, real-time co-annotation (people can work together in activity files), and digital whiteboarding, and we use tools such as live polls, private group chats and participants can 'raise their hand' so you *virtually* have the same collaborative classroom based learning experience.

These courses are facilitated in English and are open to people from different industries across Australia, New Zealand, Singapore, Malaysia and Hong Kong - this is a short but powerful learning experience that gives you global collaboration opportunities.

**\*\*Please note, these classes run to a very tight schedule, please follow the invitation and join the class 10-minutes prior to commencement so you are ready to participate and don't miss a minute!**

**Be ready** - check your device is ready to go by use this test link.

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## SUPERVISOR SKILLS - "THE NEW TEAM LEADER" YOUR ROLE AND COMMUNICATING WITH YOUR TEAM 1-HOUR ONLINE WORKSHOP COURSE OUTLINE

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### FOREWORD

It's common that great team members are promoted to a supervisory role without consideration that supervising is a completely different skill set to that which made them stand out as part of the team. So, this training course was designed to enhance their existing skill set with the additional skills required to properly manage others in a professional manner.

This 1-hour online Supervision class targets two specific skills designed to help team leaders develop an engaged supportive team.

In this session you will:

- Gain clarity on what being a good leader looks like
- Learn about team dynamics and how to communicate purposefully with the team and individuals
- Collaborate with peers facing similar challenges

This course is in English and facilitated by an Australian expert trainer with over 10 years experience.

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### OUTCOMES

**By the end of this course, participants will:**

- Be able to clearly articulate what it means to be a great team leader
  - Understand team dynamics and how to craft communication to get the best engagement and best outcomes.
  - Be more clear and confident with tools and awareness in their leadership role
  - Have shared and learnt from peers in the region
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### MODULES

#### Lesson 1: You as the Supervisor

- Competencies of a Winning Supervisor
- What to Do If You've Been Promoted from within the Team
- Reflection

#### Lesson 2: Communicating to your Team

- REACH Review – Communication Evolution Tool
- Adjusting Your Style for a Better Approach
- Reflection

#### Lesson 3: International Collaboration

Up to 20 minutes Facilitator led collaboration

#### Lesson 4: Next Steps

This is the logical first course for new supervisors in a series of online 1-hour workshops. The latter courses in the series are equally suitable for new team leaders as they are for more seasoned

- With enrolments open from Australia, New Zealand, Singapore, Malaysia and Hong Kong supervisors seeking to deal with specific challenges or learn specific skills.
- Participants benefit from sharing and collaboration from people with similar challenges from across the region
- Share, discuss and learn from like minded people
- Wrap up and close

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)