PROFESSIONAL DEVELOPMENT TRAINING

Supervising Others Training

REQUEST QUOTE

1.0 DAY COURSE

The PD Training Supervising Others training course provides participants with strong leadership skills, like delegating to others, decision making strategies, effective time management, analytical and problem-solving skills, effective communication skills, how to create an atmosphere which promotes internal motivation to work toward team goals, giving formal feedback and much more.

If you're in a supervisory position, it's important that you are equipped with the skills required to ensure your team is productive and motivated to perform at their highest levels each and every day. Anyone who supervises others, especially those who are new to supervision, will benefit from our 1-day course developed for managers and supervisors in USA.

During this Supervising Others course you will complete the REACH Personality Profiling tool, which will provide you with insight into your preferred communication style and how best to communicate with others. This newly found awareness will empower you with the ability to connect better with others and can provide you with an improved level of interpersonal communication and supervisory skills.

Complete Sample Profiling Survey and View Sample Report Below:

To Have Your Leaders Start the 12-Minute Survey click here

If You Would Like to View an Example of the Report click here

The PDT Supervisors Development Program utilises a system of activities that has been scientifically proven to provide leaders with improved levels of agility, resilience and improved communication skills. Click here to learn more about how this program can be implemented in your organisation and view a cost comparison.

PD Training can provide a complete professional development program for your organisation which includes personality profiling and automated training needs analysis, so contact us today to learn more!

This comprehensive training course is available across the U.S., including Atlanta, Austin, Baltimore, Birmingham, Boston, Charlotte, Chicago, Dallas, Houston, Jackson, Los Angeles, Manhattan, Miami, New York, Orlando, Philadelphia, San Antonio and Seattle.

What You'll Gain:

This Supervision Training Program will help supervisors become more efficient and proficient at delegating, managing time, setting goals and expectations, providing feedback, resolving conflict and administering discipline.

All too often 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.

Supervision Training Course helps people handling supervisory roles to improve their skills, confidence and management abilities. This training will benefit new supervisors and anyone who wants to improve their skills in supervising others ensuring productivity and team cohesion.

Outcomes

By the end of this course, participants will:

- Learn how to set clear expectations for team members
- Set S.M.A.R.T. goals for team members that motivate & inspire dedication
- Learn effective ways of assigning work that's modified according to each employee & situation
- Master techniques to delegate effectively & confidently
- Develop approaches to conducting formal feedback sessions
- Learn how to provide informal, constructive feedback
- Develop priorities & time management strategies as a team leader
- Establish conflict resolution strategies

Modules

Lesson 1: You the Supervisor

- Activity: Expectations
- Competencies of a Winning Supervisor
- Promoted from Within?

Lesson 2: Communicating to your Team

- REACH Review – Communication Evolution Tool
- Activity: Adjusting Your Style for a Better Approach
- Activity: Communicating with My Team

Lesson 3: Set the Expectations

- Activity: Company Vision
- Vision and Goal Alignment
- Setting Expectations

Lesson 4: Successful Delegation

- 10 Rules for Successful Delegation
- Activity: Identifying Appropriate Tasks

- Define Requirements
- Activity: Have you Been Clear?
- Set Expectations with SMARTER Goals
- Activity: Smarter Goals

Lesson 5: The Art of Feedback

- The Impact of Feedback
- Types of Feedback
- 3 Stages to Receiving Feedback
- Activity: Preparing Yourself to Provide Feedback
- Feedback Delivery Tools
- Activity: Primacy/Recency Effects
- The Open-Faced Sandwich or Commend-Recommend-Commend
- Try the Sandwich!
- Difficult Feedback Using the SBI Model
- Activity: SBI Feedback
- Seeking Feedback

Lesson 7: Managing Conflict

- REACH and Conflict Styles
- Team Development Stages
- Activity: Action Steps
- Which Stage?
- Conflict Resolution Process
- Activity: Being Open

- Activity: Applying the Rules of Delegation
- Activity: Delegating Profiles
- Three Levels of Delegation
- Delegation to Whom?
- Troubleshooting Delegation

Lesson 6: Managing your Time

- Activity: REACH and Time Management
- The 80/20 Rule
- The Urgent/Important Matrix
- Activity: Which Quadrant?
- Block Out Times Around Your Energy Cycle
- Your Energy Cycle

Talk to our expert team

Phone:

Email: