

## **SUPERVISOR SKILLS - SUCCESSFUL DELEGATION AND THE GIVING FEEDBACK 1-HOUR ONLINE WORKSHOP**

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**COURSE LENGTH: 0.1 DAYS**

This short targeted workshop style live online class targeting two specific key skills for Team Leaders - Delegation and Giving Feedback that improves engagement and standards.

By focussing on the first two key leadership skills in an interactive workshop style online course, supervisors can improve their skills immediately without the need to physically join a course and with the smallest amount of time off the job.

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

We use secure Video Conferencing with interactive features such as live polling, screen sharing, whiteboards, live chat and breakout sessions. Please discuss your preferred platform, most commonly we use Microsoft Teams, Skype for Business, Webex or Zoom upon request.

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.

Our trainers and processes have been refined to give you a personalised learning experience where it is specifically targeted to your needs see our outcomes in the reviews.

\*\*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!

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## SUPERVISOR SKILLS - SUCCESSFUL DELEGATION AND THE GIVING FEEDBACK 1-HOUR ONLINE WORKSHOP COURSE OUTLINE

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### FOREWORD

This 1-hour online Supervision class targets two specific skills only, allowing you to focus and get the takeaways you're looking for.

In this session you will:

- Learn how to delegate in the right way depending on the person and the task
- Learn the art of giving feedback to gain buy-in and inspire improvement
- 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:**

- Have improved delegation techniques and strategies
  - Be more confident and effective at giving constructive giving feedback
  - Have shared and learnt from peers in the region
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### MODULES

#### Lesson 1: Three Levels of Delegation

- Level 1: Total Supervision
- Level 2: Partial Supervision
- Level 3: No Supervision

#### Lesson 2: Art of Feedback

- Types of Feedback
- 3 Stages to Receiving Feedback
- 5 Top Tips to prepare yourself to provide feedback
- Feedback Delivery Tools
- Difficult Feedback
- Seeking Feedback

#### Lesson 3: International Collaboration

Up to 20 minutes Facilitator led collaboration

- With enrolments open from Australia, New Zealand, Singapore, Malaysia and Hong Kong
- 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

#### 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 supervisors seeking to deal with specific challenges or learn specific skills.

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## WEB LINKS

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- [View this course online](#)
- [In-house Training Instant Quote](#)
- [Public Classes - Enrol Now!](#)