PROFESSIONAL DEVELOPMENT TRAINING

1300 121 400

REQUEST QUOTE

1.0 DAY COURSE

Supervising Others Training

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 Australia.

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!

Attend a supervisor's professional development training course now throughout Australia including Brisbane, Sydney, Melbourne, Adelaide, Canberra and Perth.

Please click the Group Booking Quote Button to receive a free quote for courses delivered at your preferred location.

What You'll Gain:

This Supervising Others Training Course will help new and existing supervisors to 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. 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.

The Supervising Others Training Course helps people in 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 the highest level of productivity and team cohesion.

Outcomes

By the End of This Course, Participants Will be Able to:

- Set clear expectations for team members
- Set S.M.A.R.T. goals for team members that motivate and inspire dedication
- Effectively assign work that has been set according to each employee and situation
- Master techniques to delegate effectively and confidently
- Develop approaches for conducting formal feedback sessions
- Provide informal, constructive feedback
- Develop priorities and time management strategies as a team leader
- Establish conflict resolution strategies
- Interact with new or existing teams
- Create a path for personal development

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

Lesson 4: Successful Delegation

- Activity: Company Vision
- Vision and Goal Alignment
- Setting Expectations
- Define Requirements
- Activity: Have you Been Clear?
- Set Expectations with SMARTER Goals
- Activity: Smarter Goals

- 10 Rules for Successful Delegation
- Activity: Identifying Appropriate Tasks
- Activity: Applying the Rules of Delegation
- Activity: Delegating Profiles
- Three Levels of Delegation
- Delegation to Whom?
- Troubleshooting Delegation

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 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

Lesson 7: Managing Conflict

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

Talk to our expert team

Phone: 1300 121 400

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