

€ TRAINING

Empowering Supervisory Leadership for
Creativity





Empowering Supervisory Leadership for Creativity

Introduction:

This training program is designed to equip supervisors with the skills and mindset needed to foster creativity within their teams. It emphasizes the crucial role of supervisory leadership in unlocking the creative potential of teams and driving organizational success.

Program Objectives:

At the end of this program, the participants will be able to:

- Understand the administrative and supervisory process, management basics, and effective prioritization strategies.
- Learn techniques for managing work pressures and optimizing productivity.
- Acquire skills for conducting and leading effective meetings.
- Master negotiation and persuasion techniques for successful outcomes.
- Explore modern problem-solving and decision-making skills in administrative contexts.
- Develop leadership principles and habits essential for effective leadership.
- Gain insights into the contemporary administrative environment and the pursuit of excellence.
- Explore strategic management concepts, competitive positioning, psychological factors in strategy selection, and the development of training skills for organizational growth.

Targeted Audience

- Supervisors.
- Team Leaders.
- Middle Managers.
- Department Heads.
- Project Managers.
- Individuals in a leadership role seeking to enhance creativity within their team.

Program Outline:

Unit 1:

Administrative and supervisory process:

- The supervisory position.
- Traditional and contemporary views in management.
- The administrative process from a future perspective.
- Necessary skills for the administrative process.
- Integrated comprehensive manager.

Unit 2:

Modern strategic management and priorities:

- Strategic planning and effective organization of human resources management.
- Stages of building an administrative strategy.
- Managing priorities and facing work pressure.
- The modern approach to managing priorities.
- Matrix "Covey" for setting priorities and time management.

Unit 3:

Effective communication, meetings, and negotiation skills:

- Fundamentals of the communication process.
- Organizational communication and communication obstacles.
- Patterns of communicative behavior.
- Managing effective meetings.
- Negotiation and persuasion skills.

Unit 4:

Innovative problem-solving, decision-making, and excellence:

- Modern administrative, innovative, and creative skills in problem-solving and decision-making.
- Enhancing the creative environment at work.

- The inevitability of excellence and characteristics of the contemporary administrative environment.
- Axes of excellence and competitive position.
- Creative and innovative methods for overcoming obstacles.

Unit 5:

Strategic establishment management and training skills:

- Strategy and competitive position of the establishment.
- Strategic management skills and goal formulation.
- Psychological factors affecting strategy selection.
- Possessing and developing "training skills".
- Training role in human resource development.
- Specialized training and quality control.