

€ TRAINING

Essential Leadership Skills for Supervisors
and Managers





Essential Leadership Skills for Supervisors and Managers

Introduction:

This workshop is designed to equip supervisors and managers with the foundational leadership skills needed to guide their teams effectively. It emphasizes practical strategies for inspiring, motivating, and driving team success while fostering a collaborative and supportive work environment.

Workshop Objectives:

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

- Understand key leadership principles and their application in supervisory roles.
- Enhance communication skills to build trust and rapport with teams.
- Develop techniques to motivate and inspire team members.
- Apply problem-solving and decision-making strategies effectively.
- Build a framework for managing team dynamics and performance.

Target Audience:

- Supervisors transitioning into leadership roles.
- Managers seeking to refine their leadership approach.
- Team leaders aiming to enhance their impact and effectiveness.
- Project managers responsible for team performance.
- Professionals aspiring to take on supervisory responsibilities.

Workshop Outline:

Unit 1:

Foundations of Leadership for Supervisors and Managers:

- Define the role of leadership in supervisory and managerial contexts.
- Explore the differences between managing and leading.
- Understand key leadership styles and their impact on teams.

- Learn the importance of emotional intelligence in leadership.
- Discuss the challenges and opportunities of leadership roles.

Unit 2:

Communication and Motivation Skills:

- Develop effective communication techniques for team interactions.
- Explore methods for active listening and feedback delivery.
- Learn strategies to inspire and engage team members.
- Understand the role of recognition and rewards in motivation.
- Discuss ways to foster a positive and collaborative team culture.

Unit 3:

Managing Team Dynamics and Performance:

- Develop skills for setting clear goals and expectations.
- Explore techniques for managing conflicts constructively.
- Learn how to delegate tasks effectively to maximize team productivity.
- Discuss strategies for monitoring and evaluating team performance.
- Establish a framework for continuous growth and team development.