



1-day Supervisor's course

Course outline

Audience

Those people only managing one or two people, and with limited time for training, so that they are unable to attend either the 2-day Line Manager's course, or the 3-day Introduction to Management course.

Duration

One day

Objectives

To equip line managers and project leaders with some of the tools and techniques that will enable them to progress smoothly and effectively from a team member to a management role.

The course combines the most valuable or popular components of the 3-day Introduction to Management course.

At the end of the programme participants will be able to:

- Identify the key result areas of their job and how they can manage their workload and delegate to achieve their objectives.
- Be more aware of what makes for effective communication and adapt their approach to motivate individual team members.
- Analyse the likely causes of people problems at work and develop strategies to resolve them
- Appreciate how to use meetings for optimum effectiveness and productivity of their teams
- Be able to reflect upon and highlight areas for concentration and further learning / development

Content

Managing the Individual:

- Motivation
- Communication
- Dealing with difficult people and situations

Managing the Team:

- Managing meetings (one of several *Good practices for effective team working*)

Managing the Task:

- Managing time and setting priorities
- Delegation

The course is highly interactive and involves discussion, individual and group exercises.

Availability and cost

Please get in touch with the training provider at info@riverrhee.com, tel +44 (0) 7876 130 817