

Management skills for New Managers / Supervisors & Team leaders



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Objectives :

Of all the challenges individuals face as they progress in their career, one of the most demanding is their first supervisory role. Not only does the supervisor require technical know-how for planning and organisation but also excellent people management skills to achieve team results successfully. This two day course develops essential skills and techniques to turn promising employees into highly effective supervisors and team leaders. Delegates will learn the fundamentals of effective people management and team motivation.

Prerequisites:

Supervisors, team leaders who are new to their role or who have had no previous training in the basics of people management. Supervisors with more experience refer to “from Management to Leadership”

Duration:

Two Days

Additional Information

Course Content can be tailored to clients specific needs

Course Contents

Defining your role and responsibilities

Meeting the demands of your manager and your team

Recognising strengths and developing individual's potential

Motivating the Team

Overcoming People Problems and Difficult situations

Planning and Prioritising for yourself and others

Personal Action Plans

Establishing your personal leadership style

Setting personal and team objectives

Delegation

Effective Communication

Improving team performance

Responding to poor performance

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