



The Effective Supervisor

Managing Time, Tasks and Teams with Competence and Confidence

► Upcoming Sessions

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|----------------|-------------------|---------|
| 22-26 Jul 2024 | London - UK | \$5,950 |
| 23-27 Sep 2024 | Milan - Italy | \$5,950 |
| 18-22 Nov 2024 | Dubai - UAE | \$5,950 |
| 03-07 Feb 2025 | Istanbul - Turkey | \$5,950 |

► Training Details

Training Course Overview

All the tools you need to become an outstanding supervisor are here in one Training Course that will stretch and motivate you. Dynamic and interactive, you will be immersed into the challenging topics of motivating people, your team and your peers. This Anderson training course allows you to practice powerful techniques in a safe environment of curiosity, learning and fun. The reasons why this Training Course is so popular is because it provides the platform for your future success. Delegates from across the world will attend this Training Course knowing that they are going to discover the tools and techniques for achievement in their careers as supervisors and future leaders.

Training Course Objectives

By attending this Anderson training course, delegates will be able to:

- Apply powerful communication techniques to motivate
- Understand how stress effects performance
- Know how to use time to your advantage
- Understand the key leadership styles to get outstanding results
- Know how to manage your mind and emotions to build collaboration and teamwork effectively

Designed For

This Anderson training course is suitable to a wide range of professionals but will greatly benefit:

- Aspiring Managers and Supervisors
- New and experienced Supervisors
- Team Leaders
- Line Managers who want to refresh their ideas

► Training Details

Day One: Leadership Skills

- ▶ The roles, behaviours, skills and attitudes of a great supervisor
- ▶ Clarifying the teams purpose, vision, mission, values and tasks
- ▶ Key leadership styles
- ▶ How to be a great team leader
- ▶ Getting input and involvement from the team
- ▶ Common supervisor mistakes and how to avoid them

Day Two: Time Management Skills

- ▶ How to work smarter instead of just harder and longer
- ▶ Taking control of your time and tasks
- ▶ Planning, prioritizing and scheduling work
- ▶ Handling issues such as interruptions, accessibility & multiple deadlines
- ▶ Delegating tasks and responsibilities
- ▶ Improving concentration and focus in the digital age

Day Three: Communication Skills

- ▶ Group dynamics and team formation
- ▶ The essential habits of highly effective teams
- ▶ Dealing with problematic behaviours
- ▶ Understanding communication styles
- ▶ Managing conflicts on the team
- ▶ Emotional intelligence and self-management

Day Four: Coaching Skills

- ▶ Analyzing your team members strengths and development needs
- ▶ Coaching, training and developing staff
- ▶ Motivating the team and individuals
- ▶ Giving and receiving feedback effectively
- ▶ How to influence and bring out the best in others
- ▶ How to give a clear and memorable presentation

Day Five: Essential Skills

- ▶ Problem solving techniques
- ▶ Logical and Intuition Decision Making
- ▶ Creating a culture of creativity in your office
- ▶ Running productive and creative meetings
- ▶ Mind Mapping – the ultimate tool for enhanced thinking
- ▶ Project Planning Basics

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

Call us: +971 4 365 8363

Email: info@anderson.ae

Request for a Tailor-made training and educational experience for your organization now:

Email: inhouse@anderson.ae

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