



## Supervisory Skills (2Days.)

*Aim: Learn how to supervise well.*

### Introduction:

In today's world of ever-changing administration techniques it is important to have the right kind of supervisory qualities.

### Workshop Aims:

The main Objectives for candidates of this training program can be set out as follows:

- To develop managerial skills in leading, managing and supervising teams
- To define the managers role and assist participants in setting clear objectives

### Workshop Content

- What is a manager?
- What kind of manager are you?
- Different approaches to management.
- Leadership: -
  - Different approaches to leadership.
  - What is your leadership style?
- The Conditions for Transforming a Work Group Into a Team:
- Management and Leadership
  - What is the difference?
- Motivation: -
  - Hierarchy of Needs and Hygiene Factors.
  - Personal Motivation.
  - Developing a team.
- Leading a Team Through Its Development :
- Effective Communication: -
  - One on one.
  - Communicating with groups.
  - Telephone.
  - Letters, Faxes & Emails.

All courses from AVTC Training Portfolio may be adapted to your needs and delivered to your offices!

#### Benefits:

- Ideal for groups of 10 or more
- Reduces training expenses by more than half
- Customized — tangible and concrete approach to problem solving for business results.
- Stimulates synergies among groups for developing best practices to generate results and cultural changes.
- Encourages open discussions: Issues are raised openly and solutions are uncovered for business results.

- Managing your time effectively: -
  - Prioritizing.
  - Planning & Organizing.
- Basic steps in Problem Solving & Decision making.
- Training and Coaching on the job.
- Counseling & disciplining staff.
- Creating a good Induction.
- Handling Stress.
- Setting your goals.

### How You Will Benefit

- This seminar provides interpretation of the new standard
- It could be tailored to a particular needs of your organization
- This course is unique and never been delivered by any private organization in the region.
- The course is available in English and Arabic Languages for ease of understanding.

### Designed for

- SENIOR MANAGERS
- MIDDLE MANAGERS
- MANAGERS / SUPERVISORS
- TECHNICAL / STAFF

