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Riyadh - Al Khaleej District - Sheikh Abdul Aziz Bin Abdul Rahman Bin Bishr Street - 13223 - Office No. 5 | P.O.BOX : 13224

Course: High Impact Supervisory Skills

Code	City	hotel	Start	End	price	Language - Hours
MT-248SA	Dammam	Hotel Meeting Room	2027-04-04	2027-04-08	9950 SR	En - 25

Introduction

This seminar is designed for all those who have the potential and capabilities of developing into Supervisor’s, Team leader’s and new manager’s. Whatever their job title, if they are in charge of others then they will be helped greatly by this seminar.

In this seminar you will learn to:

- Be effectively and professionally equipped for the major transition from the workforce to a team / leadership role
- Understand and practice key supervisory / management skills
- Learn how to motivate and harness your staff potential and abilities
- Develop objective setting, performance supervision and team communication
- Enhance your personal empowerment for successful corporate leadership

Objectives

By the end of this programme you will be able to:

- Know what real supervision is, and be able to explain to others what it is, and what it means
- Understand and practice basic supervisory skills
- Define the difference between the supervisory and the operational roles
- Explain how to set and monitor objectives
- Explain what motivates you and describe ways to motivate others effectively
- Manage performance for results
- Use different techniques to communicate effectively with your team

- Use an appropriate strategy for delegating to others
- Motivate and support others in the achievement of targets
- Demonstrate effective questioning skills
- Communicate effectively
- Empower yourself and the staff who work with you
- Describe your own sources of power and influence and know how to use and develop your
- Influence to get support and help you to be an effective supervisor

Organisational Impact

- Enhanced skill level of staff
- Higher levels of productivity
- More effective establishment of goals
- Increased motivation of personnel
- More effective communication throughout the organization

Personal Impact

You will learn how to:

- Know what real supervision is, and be able to explain to others what it is, and what it means
- Understand and practice basic supervisory skills
- Define the difference between the supervisory and the operational roles
- Explain how to set and monitor objectives
- Explain what motivates you and describe ways to motivate others effectively
- Manage performance for results
- Use different techniques to communicate effectively with your team
- Use an appropriate strategy for delegating to others
- Motivate and support others in the achievement of targets
- Demonstrate effective questioning skills

- How to communicate effectively
- How to empower yourself and the Staff who work with you
- Describe your own sources of power and influence and know how to use and develop your influence to get support and help you to be an effective supervisor

Training Methodology

This seminar will be presented in a highly inter-active manner, with a very impactive computer presentation style. Individual and group activities, will intersperse the sessions. Video and role plays situations will highlight the major teaching features.

SEMINAR OUTLINE

What is a Supervisor?

- Should you be a supervisor?
- Making the transition
- The difference between doing and supervising
- Highs and lows of the supervisory role
- What are the skills of an effective supervisor?
- Developing the skills
- Different ways to supervise others
- Supervisory styles
- Common mistakes you don’t want to make

Managing Performance - Getting Results

- Characteristics of Performance Management
- Business Plan basics
- Assessing your current situation
- You and the business plan
- Getting productivity through people

- The importance of strategic Goal Setting
- Develop the 5 Success essentials
- Getting and managing results
- How to develop Pro-Active management
- Benefits and barriers to delegation
- How, when and to whom to delegate
- Getting it done right – instructing others

Managing Performance – Problems And People

- What motivates me?
- What motivates others?
- What does Motivation do?
- Motivation creates energy
- The 3 Major steps of motivation
- Motivation in the workplace
- Herzberg's Motivational Theory
- Tailoring motivation ideas to individual team members
- How to manage conflict
- Working with different types of personalities
- What to do when a problem arises
- Listening and questioning skills

Managing Communication

- What is Communication?
- Three major levels of Communication
- The significance of Non-Verbal Communication
- Factors that affect your Communication
- Communication Chart
- Effective ways to Communicate
- Brain Communication impact
- Communication cycle
- Delivering clear, concise messages

- How to make an effective presentation
- 9 Effective Communication principles
- Positive Visual imaging
- Good / Bad relationships
- Planning a Team meeting
- How to be a decisive Decision maker
- Improving your ability to make decisions
- Verbal communication
- Barriers to communication
- Team communications
- Running a team meeting
- Choosing the right words
- Communicating in writing

Building Powerful Influence

- What is personal empowerment?
- Sources of personal power
- Developing your Mind, Attitude, Appreciation & Character influence
- Mind Think power
- Know the impact of Teleological Thinking
- Replacement Principle
- Building your personal power
- Using your personal power
- Building trust and believability: walking your talk
- 10 Essential Qualities of a Top Supervisor
- Planning for your future – developing yourself
- How to stay Motivated

The Scandinavian Academy for Training Center adopts the latest scientific and professional methodologies in training and human resource development, aiming to enhance the efficiency of individuals and organizations. Training programs are delivered through a comprehensive approach that includes:

- Theoretical lectures supported by PowerPoint presentations and visual materials (videos and short films).
- Scientific evaluation of participants before and after the program to measure progress and knowledge acquisition.
- Brainstorming sessions and practical role-playing to simulate real-life scenarios.
- Case studies tailored to align with the training content and participants work nature.
- Assessment tests conducted at the end of the program to evaluate the achievement of training objectives.

Each participant receives the training material (both theoretical and practical) in printed form and saved on a CD or flash drive. Detailed reports, including attendance records, final results, and overall program evaluations, are also provided.

Training materials are prepared professionally by a team of experts and specialists in various fields. At the end of the program, participants are awarded a professional attendance certificate, signed and accredited by the Scandinavian Academy for Training Center.

Program Timings: 9:00 AM to 2:00 PM

The program includes:

- A daily buffet provided during the sessions to ensure participants comfort.
- A closing ceremony on the final day to distribute certificates and celebrate participants achievements.
- **Note: All prices are exclusive of 15% Value Added Tax (VAT).**

Our Success Partners

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