

effective supervisory management

This programme will help you to:

- clarify your priorities
- focus on supervisory skills
- inspire self confidence
- exercise authority effectively
- improve delegation skills
- develop the potential of people
- better communication skills
- empower other people
- recognise behavioural styles



Team leaders are the crucial link between senior management and the work force yet many people move into a supervisory role with little or no training to prepare them for the challenges and responsibilities they will face.

This programme is ideal for first time and first line managers and will provide them with the knowledge and skills that they will need to operate effectively in their role and fulfil their positions. It is designed to increase productivity, reduce operating costs and increase profits by improving the effectiveness of team leaders and newly promoted managers.

Participants discover how understanding of the management role results in achieving overall organisational goals and enhances the spirit of teamwork and mutual support required to achieve goals.

During coaching each participant will discover the benefits of utilising our unique process of gradual change over time, spaced repetition and multi sensory learning to guarantee new, effective practices that last a lifetime.

To learn more about our full range of programmes, workshops and services, contact:

Attitude Changes Everything

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ATTITUDE CHANGES EVERYTHING
Believe to Achieve

programme content

format: 8 x 2 hour sessions

Programme benefits:

- enhance leadership and management capability
- enrich personal growth
- inspire self confidence
- develop people management skills
- improve team development and motivation
- meet the management challenge
- learn to lead

Lesson one	Successful managers are made - not born
Lesson two	Exercising authority effectively
Lesson three	Improving results through better time management
Lesson four	The art of delegation
Lesson five	Decision making and problem solving
Lesson six	Motivating people to produce
Lesson seven	Handling and preventing problems with people
Lesson eight	Developing the potential of people and training them

All lesson materials are provided in written and audio format, and include a Plan of Action.