

# Basic Supervisory Skills Training

## Overview

Supervisory skills training is essential because becoming a supervisor or manager demands new skills, you must now learn how to lead and accomplish tasks through others. This one day seminar is excellent for the new supervisor or manager and also for those who need to have a refresher on their supervision skills. There will be plenty of activities to stimulate participants and to make the lessons more memorable.

## Objectives

- \* To train the new supervisor or manager to be effective in their new position
- \* To improve the performance of current supervisors and managers

## Who Should Participate

- \* Supervisors
- \* Businessmen and managers who wish to improve their managerial skills

## Key Topics

### Module 1: The Supervisor

- A. The Supervisor Defined
- B. Transition in Roles
- C. The Allen Management Wheel & the Four Management Function

### Module 2: Planning

- A. Forecasting
- B. Developing Objectives & Strategies
- C. Tasking
- D. Scheduling
- E. Budgeting
- F. Developing Policies, Procedures and Processes

### Module 3: Organizing

- A. Defining Work
- B. Grouping Work
- C. Assigning Work
- D. Integrating Work

### Module 4: Leading

- A. Motivating
- B. Communicating
- C. Decision Making
- D. Selecting People
- E. Developing People

### Module 5: Controlling

- A. Developing Standards
- B. Measuring Performance
- C. Evaluating Performance
- D. Correcting Performance

*\*Workshop*

Reserve now! Call us at:

Tel. (02) 727.56.28 / (02) 225.66.16 / (02) 225.73.47 /  
(02) 727.88.60

Mobile Numbers: Globe: 0915-205-0133 / Smart: 0908-342-3162 /  
Sun: 0933-584-7266

Website: [www.businesscoachphil.com](http://www.businesscoachphil.com)



## Time

- \* 9:00 am - 4:00 pm

## Venue

- \* Unit 201 Richbelt Tower,  
17 Annapolis St.,  
Greenhills, San Juan City,  
Metro Manila

## Schedule

- \* Please check our website, or you may call any of our customer representatives.
- \* Schedule may change without prior notice. Please call to confirm. BusinessCoach, Inc. is not liable for any expense incurred by seminar registrant resulting from cancellation of any of our events.

## Seminar Fee

- \* Php 3,000.00 per person (inclusive of snacks, lunch, seminar kit, handouts, certificate of attendance)

## Discount

- \* 10% Discount if FULL AMOUNT is paid at least five (5) banking days before the event.

## Reservation

- \* Please call to register, or use the registration form below. Kindly fill-out, and send to us through fax (727.8860 or 727.5628) or email. You will receive a confirmation within 48 hours.

## Mode of Payment

- \* Deposit payment at Banco de Oro, Savings Account Name: BusinessCoach, Inc. Then kindly fax or email deposit slip (indicate name of participant and seminar title) to confirm reservation.
- \* On-site payment (CASH only)
- \* Company checks are accepted, provided that they are received at least five (5) banking days before the event.

### Register Now! (limited slots available)

Seminar Title \_\_\_\_\_

Date \_\_\_\_\_

Name of Participant \_\_\_\_\_

Nickname \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

TIN \_\_\_\_\_

Contact Person \_\_\_\_\_

Position \_\_\_\_\_

Contact Number \_\_\_\_\_

Fax \_\_\_\_\_

Email Address \_\_\_\_\_

(You may use a separate sheet for additional registrations)

\*Kindly fax to (02) 727.5628 or (02) 727.8860, or email form to [businesscoachphil@gmail.com](mailto:businesscoachphil@gmail.com)