

WEBINAR: 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 webinar is excellent for the new supervisor or manager and also for those who need to have a refresher on their supervision skills.

Objectives

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

Who Should Participate

- Those who are being groomed for promotion, and anybody who is tasked to lead a team
- 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

Module 2: Planning

- A. Forecasting
- B. Developing Objectives & Strategies
- C. Tasking / Prioritization
- D. Scheduling
- E. Budgeting

Module 3: Organizing

- A. Organizational Management
- B. Delegation of Work

Module 4: Leading

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

Module 5: Controlling

- A. Measuring & Evaluating Performance
- B. Correcting Performance thru Coaching and Counselling

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Duration

- 3 hours

Webinar Fee

- Php 1,750.00 per participant (inclusive of e-Handouts and e-Certificate) to be paid at least 3 banking days before the event

Requirements

- Mobile phone, tablet, computer or laptop
- Download free ZOOM app
- Internet connection
- Good audio connection

Reservation

- Please call to register (0915.205.0133|0908.342.3162 | 0933.584.7266| (02) 8.727.5628) or use the registration form below. Kindly fill-out and email to businesscoachphil@gmail.com. You will receive a confirmation within 48 hours.

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