

# How to Lead, Manage and Supervise People

*Get the solid skills you need to achieve exceptional results through others. This powerful two-day programme gives every participant step-by-step guidance for “on the job” issues. Packed with real life examples, case studies, checklists and group discussions, this programme is a career builder from the first minute of the day till the last.*

## YOU WILL LEARN

- Assess your managerial style so that you can build on your strengths and improve the areas where you are weak
- Motivate and build trust with your employees so that you can count on them taking responsibility for their work
- Develop analytical problem-solving and decision making skills so that time is not wasted trying out solutions that do not work
- Delegate responsibilities so that both you and your employees know exactly what is expected and what the outcome should be
- “Read” your employees so that you can quickly assess and find solutions to performance, disciplinary or motivational problems
- Use your power in a way that encourages co-operation rather than resentment

## COURSE HIGHLIGHTS

1. How to Get the Right Perspective: The Mindset of a Supervisor
2. The Leadership Style Analysis
3. Creating Productivity: Building Morale
4. Goal-Setting and Delegation
5. Supervising for Peak Performance
6. Handling Conflict and Confrontation
7. Getting Things Done On Time and On Target
8. Supervisory Payoffs

## DURATION

2 days