

Supervising Others

Supervising others can be a tough job. Between managing your own time and projects, helping your team members solve problems and complete tasks, and helping other supervisors, your day can fill up before you know it.. The Supervising Others workshop will help supervisors become more efficient and proficient, with information on delegating, managing time, setting goals and expectations (for themselves and others), providing feedback, resolving conflict, and administering discipline.

Course Outline

- Setting Expectations
- Setting Goals
- Assigning Work
- Degrees of Delegation
- Implementing Delegation
- Providing Feedback
- Managing Your Time
- Resolving Conflict
- Tips for Special Situations

Prerequisites

The candidate must have completed or be in the process of completing a high school or secondary school diploma or similar educational standards.

Training methods

- Interactive facilitator lead learning
- Class activities
- Group discussions and case studies
- Practical sessions
- Question and answer sessions
- E-learning
- Role-plays
- Self-assessment tools

Learning outcomes

Upon the completion of this Course, the learner will be able to:

- Define requirements for particular tasks
- Set expectations for the staff
- Set SMART goals.
- Help the staff set SMART goals
- Assign work and delegate appropriately
- Provide effective, appropriate feedback to the staff
- Manage time more efficiently
- Help the team resolve conflicts
- Understand how to manage effectively in particular situations
- Understand what a new supervisor needs to do to get started on the right path

Course Duration

The standard duration of this course is 12 contact hours.

Approvals & Accreditation

- Ministry of Labour, Kingdom of Bahrain
- HABC
- ILM

Who Should Attend

Suitable to all job positions

For more information please feel free to contact:

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