

Supervisory Skills Seminar

Designed for: Supervisors or managers who are newly appointed or who have had no formal training.

Prerequisites: None.

Objectives & Benefits: To establish or enhance your credibility as a supervisor.

Cost: 5500 (MUR)

COURSE CONTENT

- Learning to listen properly
- How to delegate and understanding effective delegation techniques
- An introduction to induction and the training of new staff
- Getting the results you know your team are capable of
- How to motivate
- Dealing with negative attitudes
- To build a positive environment
- Understanding and developing leadership skills
- How to give and take criticism

Benefits

- Increased work effectiveness for individuals through better understanding of how to perform as a manager or supervisor in the workplace
- Workbook with exercises and individual notes to ensure that the skills learnt on this course will be successfully applied in the workplace