

Stepping into Supervision

2 Day

Relax into your new role as a supervisor and develop a level of team performance that everyone will be proud of. Learn to capitalise on team members' strengths and give everyone clear goals and guidelines. Discover how to manage workflows, motivate people, give feedback and get things done effectively. Everything you need to know about supervising will be covered in two days.

What you'll learn to do in this course

You'll come out of this session with powerful tools for handling difficult people. We'll bring theory to life and tell you how to succeed. A range of practical tips will be presented to you. You'll talk through examples and enjoy practical exercises. At the end of the course, you should be able to:

- Be clear about your responsibilities as a supervisor
- Work with your team to get great results
- Handle different personality types
- Get people to listen to feedback
- Set priorities and manage workflows
- Improve your team's service
- Help people solve problems together

Topics you'll cover

- Moving into your role successfully
- Being an inspiring leader
- Getting the best from your team
- Motivating peak performance
- Giving feedback
- Mastering your time
- Improving your team's work practices
- Handling conflicts in your team

“think
learn?
succeed

“Smart training for clever people”

What others have said
about this course...

“Very professionally conducted and
tailored for our workplace.”

“Great stories and examples. Really
helped me learn.”

“The course was very informative. The
handouts were really good. We need
more of this type of course to improve
further.”



Book your training NOW

Call Eleanor Shakiba on 0433 126 841

Download course information at
www.thinklearnsucceed.com.au