Training Title	**EFFECTIVE MANAGEMENT & SUPERVISORY SKILLS**
Training Duration	2 Days
Training Description	This training program focuses on applied aspects of leadership, such as management & supervisory skills, performance management, communication as leader, conflict & change management It is not enough to have technical proficiency. The most effective leaders are those who combine deep expertise with the ability to lead teams to higher levels of performance. You will also learn how to increase your influence by acting as a change catalyst within your company. In this training, you will also learn about the various leadership styles, the differences between transactional and transformational leadership, dealing with difficult employees and how to increase your influence within an organization.
Who Should Attend?	Top Management, Senior Managers, Managers, Supervisor & Team Leader, Executives (All Level), Business Owners, Founders & Professionals
Course Learning Outcomes	By the end of the session, the participants will be able to: 1. Learn the mindset and qualities needed to be a good manager 2. Understand the different leadership styles and be able to identify your own style 3. Improve management & supervisory skills for better work performance 4. Learn the importance of effective communication as leader in different settings 5. Demonstrate ways to handle conflicts & manage team effectively 6. Develop plan to motivate your team & personalise your approach
Training Outline	**Module 1 – Introduction to Management** • Understanding Management & Supervisory • Importance of Effective Management • Challenge in Managing Team **Module 2 – Core Management Skills** • Leadership Styles • Supervisory Skills • Delegation & Empowerment **Module 3 – Supervisory Skill for Performance Management** • KPI & Monitoring • Team Motivation • Coaching & Mentoring **Module 4 – Effective Communication as Leader** • Importance of Effective Communication in Leadership • Interpersonal Communication • Active Listening Skills **Module 5 – Conflict Management as Leader** • Workplace Conflicts • Managing Difficult People • Critical Thinking & Problem-Solving Skills **Module 6 – Managing Change & Innovation** • Lead to Inspire • Creativity & Innovation in Team • Team Support & Motivation

Training Methodology	Lecture, Presentation, Group Discussion & Activity, Role Play & Demonstration

TENTATIVE PROGRAM		
TIME	**DAY 1**	**DAY 2**
8.30am	Registration	Registration
9.00am	Program Introduction Ice Breaking Session	Recap Day-1 Energizer
9.30am	**Module 1 – Introduction to Management** • Understanding Management & Supervisory • Importance of Effective Management • Challenge in Managing Team	**Module 4 – Effective Communication as Leader** • Importance of Effective Communication in Leadership • Interpersonal Communication • Active Listening Skills
10.30am	**Tea Break**	
11.00am	**Module 2 – Core Management Skills** • Leadership Styles • Supervisory Skills • Delegation & Empowerment	**Module 5 – Conflict Management as Leader** • Workplace Conflicts • Managing Difficult People • Critical Thinking & Problem-Solving Skills
12.30pm	**Lunch Break & Solat Zuhur**	
2.00pm	**Module 3 – Supervisory Skill for Performance Management** • KPI & Monitoring • Team Motivation • Coaching & Mentoring	**Module 6 – Managing Change & Innovation** • Lead to Inspire • Creativity & Innovation in Team • Team Support & Motivation
4.00pm	Summary Q&A Session	Summary & Action Plan Q&A Session
5.00pm	End of Day-1	End Program