Training Title	**EFFECTIVE SUPERVISORY SKILLS**
Training Duration	1 Day
Training Description	This training program focuses on the practical skills required for effective supervision, including team management, communication, performance monitoring, and handling workplace challenges. It is not enough to have technical skills—effective supervisors must be able to guide, support, and motivate their teams to achieve results. Participants will learn how to: Supervise daily operations effectively Communicate clearly with team members Handle difficult employees and workplace conflicts Improve team performance and productivity
Who Should Attend?	Supervisors, Team Leaders, Line Leaders, Executives, and employees preparing for supervisory roles
Course Learning Outcomes	By the end of the session, the participants will be able to: 1.Understand the roles and responsibilities of an effective supervisor 2. Apply practical supervisory skills to improve team performance 3. Communicate clearly and confidently with team members 4. Monitor performance and provide constructive feedback 5. Handle workplace conflicts and difficult employees effectively 6. Motivate and guide team members towards achieving targets
Training Outline	**Module 1 – Introduction to Supervision** • Roles & Responsibilities of a Supervisor • Transition from Staff to Supervisor • Common Challenges in Supervising Teams **Module 2 – Core Supervisory Skills** • Supervisory vs Leadership Skills • Delegation & Task Management • Monitoring Work Performance **Module 3 – Supervisory Skill for Performance Management** • KPI & Basic Performance Tracking • Providing Feedback • Coaching & Guiding Team Members **Module 4 – Effective Communication for Supervisors** • Clear Instruction & Workplace Communication • Interpersonal Skills • Active Listening **Module 5 – Conflict Handling & Problem Solving** • Handling Workplace Conflicts • Managing Difficult Employees • Practical Problem-Solving Techniques
Training Methodology	Lecture, Presentation, Group Discussion & Activity, Role Play & Demonstration