Training Title	**SUPERVISORY SKILL: WINNING TOOLS FOR EFFECTIVE LEADER**
Training Duration	1 Day
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 – Human Psychology in Leadership** • Understanding Leadership • Importance of Human Psychology in Leadership • Challenges in Leading & Supervise Team **Module 2 – Managing & Leading Teams** • POLC Framework • Leadership vs Management Styles • Delegation & Empowerment **Module 3 – Supervisory Skill for Performance Management** • KPI & Monitoring • Task & Time Management • Developing Subordinates • Winning Performance Tools for Performance Management **Module 4 – Conflict Resolution & Management** • Common Cause of Conflict • Managing Feedback & Difficult People • Strategies to Resolve Conflict Effectively • Interpersonal Skills & Communication
Training Methodology	Lecture, Presentation, Group Discussion & Activity, Role Play & Demonstration

Tentative Program	
Time	**Details**
8.30am	Registration
9.00am	Program Introduction Ice Breaking Session
9.30am	**Module 1 – Human Psychology in Leadership** Understanding Leadership Importance of Human Psychology in Leadership Challenges in Leading & Supervise Team
10.30am	Tea Break
11.00am	**Module 2 – Managing & Leading Teams** POLC Framework Leadership vs Management Styles Mastering Delegation & Empowerment
12.30pm	Lunch Break & Solat Zuhur
2.00pm	**Module 3 – Supervisory Skill for Performance Management** • KPI & Monitoring • Task & Time Management • Developing Subordinates • Winning Performance Tools for Performance Management
3.30pm	**Module 4 – Conflict Resolution & Management** Common Cause of Conflict Managing Feedback & Difficult People Strategies to Resolve Conflict Effectively Interpersonal Skills & Communication
4.30pm	Action Plan & Summary Q&A Session
5.00pm	Program End