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# Succeeding as a Supervisor

## Introduction

**Introduction** A supervisor is a critical player in an organisation's success. Here is where the most valuable resources, particularly the workforce, are either maximized or wasted.

**Objectives** This course details the most important elements of successful supervision, with attention to both people and organisational skills. There are tools and techniques for making the most of the talents of the work group, personal skill assessments, and methods for organising and managing the work flow.

**Designed for** New or existing trainees that have a supervisory role.

**Duration** 1 day

**Topics** Ensure that the unit's work gets done.  
Focus on the organisation's goals.  
Monitor the workflow.  
Be decisive.  
Create a healthy climate.  
Develop his employees.  
Understand the performance cycle.  
Coach employees.  
Listen to employees.  
Empower employees.  
Construct a network of influence.  
Make her boss look good.  
Influence her peers.

**Follow-up** Leading Effective Teams – 1 day

*Imagine what you'll know tomorrow...*

**For more information call**

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