



## Effective Supervisory Skills & Leading, Administrative Excellence

Date	Venues	(\$)Fees	Book your seat
18 Feb -22 Feb 2024	Kuala Lumpur	3300	<a href="#">Register Now</a>

### Course overview

This Workshop offers an extensive training on Innovative and Creative Supervisor and Leadership in the 21st Century. This workshop will provide the most comprehensive training on leadership effectiveness in formal organizations with practical suggestions for improving leadership skills. It introduces The Nature of Leadership, The Nature of supervisor Work, Perspectives on Effective Leadership Behavior

### Course objective

- Knowledge of the major and essential supervision and management skills
- To become a more Effective Leader
- To develop Effective Communication Skills and appreciation of the inter-functional coordination necessary for quality service.
- To learn different Leadership Styles and how to deal with it.
- To learn the importance Followers
- Multi culture and Leadership
- Creative Leadership
- Innovative Leadership
- To become a better Leader in the 21st Century

### Who should attend?

- Top Management
- Marketing Managers
- Sales Managers
- Plant manager
- Shift manager
- Operations Manager
- Finance Manager
- Human Resources Manager

### Course outline

- Future Leaders
- Creative Leadership
- The Role of the Supervisor
- Characteristics of an Effective Supervisor
- Supervising/Managing Fundamentals
- The Nature of Managerial Work
- Change Management
- Productive Performance Leadership
- Delegation and Empowerment
- Diversity
- Effective Communication
- Leadership in Teams
- Leadership in Decision Groups

- Charismatic Leadership
- Supportive Leadership

### **Training methodology**

- Presentation & Slides
- Audio Visual Aids
- Interactive Discussion
- Participatory Exercise
- Action Learning
- Class Activities
- Case Studies
- Workshops
- Games & Role plays



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