



ESSENTIAL SUPERVISORY SKILLS

Facilitated by Dr. Arif Pyarali

Overview

Develop the core supervisory competencies to help completely lead and motivate your team towards higher productivity.

Hello Supervisor. You are responsible for your own productivity and that of your staff. Your day-to-day dealings may now include colleagues, your boss and senior management who have different interests and viewpoints. This seminar will equip you with proven supervisory techniques that you can put into action immediately. You will learn to leverage both your hard skills and your people skills to meet your new challenges with increased confidence, respect and power.

IN THIS WORKSHOP YOU WILL:

- Increase your supervisory effectiveness with your team by understanding managerial styles and knowing how and when to use them
- Develop the effectiveness of your team by establishing a systematic process for planning work, setting goals, praising the progress, redirecting focus and closing the loop
- Build a high-performance team and extend your influence by improving your interpersonal relationships and building a culture of trust, openness and collaboration
- Find the right tone to come across as assertive, and establish your authority over a group
- Understand the management skills needed to succeed in a rapidly changing environment
- Understand your legal responsibilities
- Learn management skills to help you give constructive feedback
- Learn techniques to help you cope with challenging employees
- Use delegation for effective employee development, time management and motivation

Program Outline

EMBRACING YOUR NEW ROLE AND EXPECTATIONS

- What your boss, employees, peers and senior management expect from you in your supervisory role
- Four critical conversations: goal setting, praising, redirecting, monitoring

YOUR COMMUNICATION SKILLS TOOLBOX

- Learn to Listen and Inquire for Insights
- Experience the impact of nonverbal communication
- How to ask questions that get the answers you really need

COACHING FOR HIGH QUALITY PERFORMANCE

- How to give and receive criticism constructively
- Learn to minimize defensiveness in yourself and others

MASTERING DELEGATION, PERFORMANCE AND TEAM DEVELOPMENT

- Use delegation as a motivational tool
- Develop a strategy for solving a current employee engagement problem
- Eliminating 5 dysfunctions of a team to create high performance teams

MANAGING PRIORITIES EFFECTIVELY

- Key principles of effective time management
- Share time management best practices
- Five stages of managing meetings

PLANNING FOR CONTINUING GROWTH

- Select and prioritize your own next steps
- Develop an action plan for continuous professional development

WHO MUST ATTEND?

The program is recommended for newly-promoted supervisors with less than one year of experience in this position; process and production supervisors who want to enhance their effectiveness through supervisor training.

PROGRAM INVESTMENT

PKR 15,500/- + sales tax

per participant

(PST Lahore 16% or SST Karachi 13%)

- Register 4 delegates and 5th delegate attends for **FREE**
- The program fee covers program facilitation, course materials, refreshments, lunch and certificate of participation

CONTACT US

For registration and queries regarding “Essential Supervisory Skills” program, contact:

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BRING **ESSENTIAL SUPERVISORY SKILLS** IN-HOUSE
Contact **Nabil Kalu** at nabil.k@learningmindsgroup.com or 0345-3340600

COURSE FACILITATOR

DR. ARIF PYARALI

Consultant and Soft-Skills Expert Trainer



Dr. Arif is a restless soul, searching meaning for self and helping others to do so. This precisely landed him at Learning Minds Group as a Consultant and Trainer. He is a Certified Trainer for Business Edge Program by World Bank IFC, that equips him with world-class content & personally trained through Sohail Zindani's Train the Trainer program that gives him brilliant exposure to organizational developmental dynamics.

Dr. Arif has an in-born gift of engaging with his audience. His level of engagement is aimed at motivating his audience and helping organizations boost bottom line by equipping employees and managers with the right tools and practical ideas to increase personal productivity. He meticulously prepares for his programs and ensures that he improves on his content by 25% every year.

As a passionate learner, he has authored many articles on personal and professional development issues with his current efforts directed towards his own book. With a 92% satisfaction level from participants and 80% clients rewarding repeat business, Dr. Arif is surely adding concrete business value to his clients.

While assisting LMG's senior consultants on large scale international projects, Arif has also worked directly with clients like UBL, ZONG, HinoPak, Pak cables, Junaid Jamshed, Habib oil mills, PPL, Artistic Milliner, Hilton Pharma, SSGC, Mondelez, Marriott, APL Logistics, UASC, JS Bank, HBL & Siemens Pakistan.

AREAS OF EXPERTISE

- Winning ACT (Attitude. Communication. Teamwork)
- Managing Anger, Stress and Time
- Emotional Intelligence for Workplace Success
- Essential Supervisory Skills
- Superior Customer Service
- Personal Productivity Toolkit

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