

SUPERVISORY DEVELOPMENT

SKILLS

When employees are promoted to supervisory positions, their success depends on how quickly they learn people management skills to complement their technical knowledge. This unique “How to” course provides new and experienced supervisors with the practical skills needed to lead their teams to success.

Learning Objectives

Participants will:

- Know the role and competencies of the supervisor
- Take charge and motivate subordinates for optimum performance and results
- Delegate effectively and control work quality
- Listen and communicate assertively
- Resolve conflict at work
- Manage team meetings productively
- Understand and develop personal authority
- Bring out the leader in them

Learning Contents

- Principles of supervision
- Organisational structure / Supervisor responsibility.
- Common mistakes supervisors make and how to avoid them
- Communicating with others
- Management processes (Planning, organizing, directing and controlling)
- Leadership and delegation
- Teamwork and sharing knowledge
- Training and development of workers
- Problem-solving and decision making
- Maintaining worker discipline and productivity
- Daily routine activities, time and priority management

- Most common employee problems and how to solve them

Fee:

Physical	Virtual (local)	Virtual (International)
₦ 250,000.00	₦ 209,900.00	\$ 165.00

Discounts off regular fees for open programmes: 3-5 nominations – 5%.

Programme also available as in-plant Fee: Negotiable

Who Should Attend?

Newly promoted officers, supervisors, foremen and experienced supervisors.

Dates:

February 11 – 13,

June 17 – 19,

August 5 – 7,

November 18 – 20, 2026.

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