



Advanced Supervisory Skills

“Great supervisors don’t just manage tasks— they inspire people, drive performance, and build teams that succeed.”

COURSE OVERVIEW

Effective supervision is the cornerstone of team performance and organizational success. This advanced seminar equips participants with the essential skills and knowledge to lead their teams confidently, drive performance, and foster a motivated workforce. Through practical tools, interactive discussions, and real-life scenarios, delegates will develop a clear understanding of the supervisory role, learn how to set and monitor objectives, and master techniques for motivating and communicating with their teams.

TARGETED AUDIENCE

- Supervisors and team leaders
- Newly appointed supervisors
- Middle-level managers
- Professionals preparing for supervisory roles

COURSE OBJECTIVES

By the end of this course participants will be able to:

- 1 Understand the true role of supervision and clearly differentiate it from operational responsibilities within the organization.
- 2 Develop and apply essential supervisory skills to effectively lead and support team performance.
- 3 Set clear objectives and monitor team progress to ensure alignment with organizational goals.
- 4 Enhance motivation techniques by understanding personal and team drivers to improve engagement and productivity.
- 5 Manage team performance effectively to achieve consistent and measurable results.

COURSE OUTLINE

Module 1

The Role of the Modern Supervisor

- Understanding the concept of effective supervision
- Key responsibilities of a supervisor
- Building credibility and leadership presence

Module 2

Core Supervisory Skills

- Planning and organizing team tasks
- Delegation techniques and task follow-up
- Monitoring performance and accountability
- Managing daily operations effectively

Module 3

Setting Objectives and Managing Performance

- Setting SMART objectives
- Aligning team goals with organizational strategy
- Tracking and evaluating performance
- Providing constructive feedback

Module 4

Motivating Teams for High Performance

- Understanding motivation theories and drivers
- Identifying individual and team motivators
- Techniques to boost engagement and morale
- Creating a positive and productive work environment

Module 5

Communication Skills for Supervisors

- Effective communication with team members
- Active listening and clarity in instructions
- Handling difficult conversations
- Building trust through communication

Module 6

Leadership and Team Development

- Developing team capabilities and skills
- Coaching and supporting team members
- Managing conflicts within the team
- Encouraging continuous improvement and growth

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