

# Academy of Training

## Team Leading and Supervision Skills

### Overview

Today's team leaders and supervisors play a vital role in the achievement of each organisation's goals and objectives. Once the policies and plans have been determined, it is their role to ensure that what needs to be done is done, that it is done on time and is done to the required standard.

To do so effectively, team leaders and supervisors must be skilled in a number of key areas. They must be able to plan, organise, lead and control work performance. They must also be able to coach and motivate staff, communicate well and handle performance issues.

### Objective

The aim of this two-day workshop is to assist team leaders, supervisors and other staff with supervisory responsibilities in developing the key skills required for effective leadership, motivation and supervision of others.

### Content

Topics covered in the workshop include:

- Role and skills of the proactive team leader/supervisor
- The principles of leadership and supervision
- Developing a growth mindset
- Leadership styles and managing different personalities
- Project management techniques for achieving results
- Setting achievable objectives and action plans
- Managing staff performance
- Motivating and leading staff
- Developing and building the team
- Problem solving and decision-making
- How to coach staff and give constructive feedback
- Delegating effectively
- Appraising staff and handling performance issues
- Interpersonal skills for team leaders and supervisors.

### Resultant Benefits

On completion of the workshop, participants will be able to carry out the functions which make up today's team leadership or supervisory role. They will be able to manage and lead for improved performance and productivity, coach staff effectively and delegate tasks as required. They will also be able to give constructive feedback, raise performance issues with staff and agree action plans for the future.

**Academy of Training**  
**www.academyoftraining.co.nz : Telephone 021-506-701**