



## Mastering Supervisory Skills

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## **Mastering Supervisory Skills**

**5 days training course**

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**For detailed information on training course dates, please click the link:**

**[Mastering Supervisory Skills.](#)**

## **Course Overview**

This course equips supervisors with the essential leadership, communication, and problem-solving skills needed to manage teams effectively. It provides practical techniques for handling workplace challenges, improving performance, and fostering a productive work environment. Participants will learn how to motivate employees, delegate tasks efficiently, and build a culture of accountability and trust.

### **Objectives:**

- Understand the key responsibilities of a supervisor.
- Enhance leadership and decision-making skills.
- Improve communication and conflict resolution strategies.
- Master performance management and team motivation.
- Develop strategies for effective delegation and time management.

### **Who Should Attend?**

Supervisors, team leaders, and aspiring managers who want to strengthen their supervisory capabilities and enhance team performance.



## **Course Outline:**

### **Day 1: Foundations of Supervisory Leadership**

- Role and responsibilities of a supervisor
- Leadership vs. management
- Effective decision-making in supervision

### **Day 2: Communication and Conflict Resolution**

- Active listening and clear communication
- Handling workplace conflicts
- Giving constructive feedback

### **Day 3: Performance and Productivity Management**

- Setting performance goals
- Monitoring and evaluating team performance
- Time management and delegation skills

### **Day 4: Motivating and Developing Teams**

- Employee motivation techniques
- Coaching and mentoring for success
- Building a culture of engagement and accountability

### **Day 5: Practical Application and Continuous Improvement**

- Overcoming common supervisory challenges
- Developing leadership resilience
- Creating an action plan for workplace application



## DOCUMENTATION

The **MTC team** has meticulously prepared **high-quality training materials** for distribution to all delegates.

## CERTIFICATES

An **accredited Certificate of Completion** will be awarded to participants who successfully attend and complete the program.

## SCHEDULE

Course sessions are scheduled as follows:

- **Morning Session:** 09:00 AM – 1:00 PM
- **Afternoon Session:** 01:00 PM – 05:00 PM

## REGISTRATION & PAYMENT

To register, please complete the **registration form** available on the course page and submit it with your **preferred payment method**. Alternatively, you can contact us via **email or WhatsApp** for assistance.

## TRAVEL & TRANSPORT

We ensure a **seamless travel experience** by providing **airport-hotel-airport** transfers for all participants.