

COURSE OUTLINES

Module 1:

Understanding Supervisory 's Role & Managerial Styles

Module 2:

Personality dynamics and colored brain processors 'check-mate'

Module 3:

Motivating your subordinates

Module 4:

Planning and execution strategy

Module 5:

Conducting Meetings

Module 6:

Decision making and problem solving

Module 7:

Understanding Team dynamics and work quality

Module 8:

Why Supervisors Fail

OBJECTIVES

Understanding Supervisor's Role & Managerial Styles

Profiling Behaviours/Personalities at Workplace.

Understanding and Managing different personality types at work

Motivating subordinates with T.E.A.M. Philosophy

Time Management - Planning to Organize, Lead and Control

Expounding and setting priorities

Enhancing Communication Skills across all levels

Understanding Work Culture,

Performance and Quality

Empowerment and Delegation

Decision making and Problem Solving

CPA Analysis - a project management tool

Documenting and analysing employee performance



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MANAGEMENT COURSE

DYNAMICS OF SUPERVISORY SKILLS & TEAM PURPOSE

100% HRDF CLAIMABLE

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