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**LINE LEADERS IN
ACTION! - A PROGRAM
FOR FIRST-TIME
LEADERS**

LINE LEADERS IN ACTION! - A Program for First-time Leaders

The objective of this program is to identify important skills in leading a team of people, learn and acquire the much needed techniques, and use them to achieve company's goals and produce positive results.

MODULE OUTLINE

1. Role and Responsibilities
2. Human Relations and Positive Work Attitude
3. Problem Solving Techniques
4. Interpersonal and Communication Skills
5. Time Management
6. Business Writing

WHO SHOULD ATTEND

Technical and non-technical supervisors, technicians, line leaders, first-time leaders (employees with supervisory capacity).