

Supervisor's Training Program (STP)

It is a good practice for companies to promote supervisors from the ranks especially if such is supported by training and development. On-the-job coaching is excellent for gaining management experience but the newly promoted supervisors ought to learn management principles and concepts as well.

This course is designed for supervisors or those who are about to assume roles as supervisors. It will equip them with certain managerial techniques and years of solid supervisory experience backed up by proven management principles and practices. It includes exercises designed to draw from them day-to-day supervisory problems and coach them tools to meet these problems effectively.

Objectives: At the conclusion of the course a participant is hoped to be able to:

1. Identify the role and functions of the supervisor and his/her relationship with superiors, peers and subordinates.
2. Analyze and discuss basic management concepts and principles on supervision as they are applied in practice.
3. Assess the effectiveness of his/her supervisory skills against the tools and techniques of supervision he/she will have learned.
4. Practice with conscious effort positively validated & newly acquired supervisory skills.

Agenda:

- Communication
- Knowledge/Skills Required
- Key Issues in Planning
- Organizing & Its Activities
- Key Issues in Delegating
- The Controlling Function
- Skills in People Handling
 - Selecting People
 - Interviewing Skills
 - Motivating
 - Decision Making
 - Appraising Performance



Who should attend: Newly Promoted Supervisors and Management Trainees

Seminar Fee: P10,700 + P1,284 VAT

Number of days: 2

Facilitators: Fermin Domingo / Elisier Fantillo

Seminar Dates: Jan 24-25'20,

Mar 19-20'20, May 27-28'20, Jul 7-8'20, Sept 21-22'20, Nov 11-12'20