Supervising Others

Category: Professional & Leadership Development | **Vendor:** Various

Duration: 8.00 hours (1 days) **6.5 CPD Hours** **Rating:** ⭐ 4.6 (5,878 reviews)

Course Information

Delivery Format: Instructor Led - Online

Course Overview

In this course, students will develop the skills required to be more efficient and proficient supervisors.

About This Course

In this course, students will develop the skills required to be more efficient and proficient supervisors.

Who Should Attend

This course is intended for individuals who desire to supervise others more effectively.

Learning Outcomes

Upon successful completion of this course, participants will be able to:

Upon successful completion of this course, students will be equipped to supervise others more effectively and efficiently, contributing to job satisfaction and productivity.

Detailed Course Outline

1 - GETTING STARTED

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

2 - SETTING EXPECTATIONS

- Defining the Requirements
- Identifying Opportunities for Improvement and Growth
- Setting Verbal Expectations
- Putting Expectations in Writing

3 - SETTING GOALS

- Understanding Cascading Goals
- The SMART Way
- Helping Others Set Goals

4 - ASSIGNING WORK

- General Principles
- The Dictatorial Approach
- The Apple-Picking Approach
- The Collaborative Approach

5 - DEGREES OF DELEGATION

- Level One: Complete Supervision
- Level Two: Partial Supervision
- Level Three: Complete Independence

6 - IMPLEMENT DELEGATION

- Deciding to Delegate
- To Whom Should You Delegate?
- Providing Instructions
- Monitoring the Results
- Troubleshooting Delegation

7 - PROVIDING FEEDBACK

- Characteristics of Good Feedback
- Feedback Delivery Tools
- Informal Feedback
- Formal Feedback

8 - MANAGING YOUR TIME

- The 80/20 Rule
- Prioritizing with the Urgent-Important Matrix
- Using a Productivity Journal
- Using Routines and Rituals to Simplify Your Workday

9 - RESOLVING CONFLICT

- Using a conflict Resolution Process
- Maintaining Fairness
- Seeking help from Within the Team
- Seeking Help for Outside the Team

10 - TIPS FOR SPECIAL SITUATIONS

- What to Do If You’ve Been Promoted from within the Team
- What to Do If You're Leading a Brand New Team
- What to Do if You're Taking on an Established Team

11 - A SURVIVAL GUIDE FOR THE NEW SUPERVISOR

- Ask the Right Questions of the Right People
- Go to Gemba
- Keep Learning

12 - WRAPPING UP

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations

Frequently Asked Questions

Q: What delivery options are available for Supervising Others?

We offer multiple delivery formats:

- Live Instructor-Led Classroom Online (Virtual/Live Online)
- Traditional Instructor-Led Classroom Training (ILT)
- On-site delivery at your offices anywhere in United Kingdom
- Private dedicated courses customized for your team

Q: How many CPD hours does this course provide?

The 1-day Supervising Others course provides up to 6.5 CPD hours of structured learning. CPD certificates can be provided upon request.

Q: What is the duration of the Supervising Others training?

The training takes place over 1 day(s), with each day lasting approximately 8.00 hours including breaks for lunch and refreshments.

Q: Do you provide corporate training for Supervising Others?

Yes, we provide corporate training, dedicated training, and closed classes for Supervising Others. Training can take place anywhere in United Kingdom including London, Manchester, Birmingham, Edinburgh, or live online allowing teams from across United Kingdom or internationally to attend.

Q: Why choose Nexus Human for Supervising Others?

Nexus Human is recognized as one of the leading training providers. Our trainers have won multiple awards including:

- Small Firms Best Trainer Award
- National Training Partner of the Year (Ireland) - Multiple Years
- Global Top 30 Instructor Awards (2012, 2019, 2021)
- Tech Excellence Award Nominations
- Learning Performance Institute (LPI) External Training Provider Sponsor 2024

Q: Are there any discount codes available?

Yes! Use discount code **PENPAL5** when booking your Supervising Others training. Please note that only one discount code can be used per booking and cannot be combined with other special offers.

Nexus Human

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