

The Effective Supervisor: Leading Teams to Excellence

2027 〇〇〇〇〇 9 – 5
Tokyo (Japan)

UK Traininig

PARTNER



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The Program Flow

Day 1: Foundations of Effective Supervision

- Understand the transition from individual contributor to supervisor.
- Explore the mindset and responsibilities of effective supervisors.
- Identify your leadership style and areas for growth.
- Clarify expectations from management, team members, and peers.
- Build trust and credibility with your team.

Day 2: Communication and Interpersonal Skills

- Apply active listening techniques.
- Provide constructive feedback that supports improvement.
- Strengthen verbal and written communication.
- Run productive meetings and deliver clear presentations.
- Adapt communication styles for different personalities and workplace situations.

Day 3: Team Leadership and Motivation

- Set clear goals, expectations, and performance standards.
- Use delegation techniques to develop and empower team members.
- Apply strategies for motivating and engaging employees.
- Build stronger collaboration and team spirit.
- Support the development of high-performing teams.

Day 4: Performance Management and Problem-Solving

- Conduct effective performance reviews.
- Address poor performance professionally and fairly.
- Coach employees for improvement and development.
- Apply problem-solving and decision-making techniques.
- Manage workplace conflict and difficult conversations with confidence.

Day 5: Developing a Positive Team Culture

- Create a culture of accountability and continuous improvement.
- Promote diversity, inclusion, and employee well-being.
- Apply time management and prioritization strategies.
- Strengthen personal effectiveness as a supervisor.
- Build an action plan for applying the course learning at work.

UK Training

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Individual Impact

- Build confidence in handling supervisory responsibilities.
- Improve communication, feedback, delegation, and coaching skills.
- Strengthen ability to manage conflicts and difficult conversations.
- Develop better time management and prioritization habits.
- Gain practical tools for decision-making, problem-solving, and team leadership.

Work Impact

- Improve team communication, productivity, and morale.
- Strengthen employee engagement and performance.
- Reduce misunderstandings through clearer expectations and feedback.
- Build a more accountable and positive team culture.
- Improve day-to-day supervision, coordination, and problem-solving.

Training Methodology

This program combines supervision principles with practical workplace application through:

- Leadership style assessment and reflection exercises.
- Communication and feedback practice.
- Delegation and motivation activities.
- Performance review and coaching simulations.
- Conflict resolution and difficult conversation scenarios.
- Time management, prioritization, and action planning workshops.

Beyond the Course

Upon completion, participants will be able to:

- Communicate expectations and feedback more clearly.
- Delegate tasks effectively and empower team members.
- Motivate employees and support stronger team performance.
- Manage poor performance, conflict, and difficult conversations.
- Create a positive team culture based on accountability and continuous improvement.
- Apply practical supervision tools immediately in the workplace.

A graphic of a chessboard with several chess pieces (a king, a queen, and a pawn) in the foreground. The text 'UK Training PARTNER' is overlaid on the board.

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