



أكاديمية الزمالة
العربية البريطانية



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Arab British Academy Fellowship
A.B.A.F





Supervision skills in the work environment

Objectives

- Because supervisory levels are the interface between executive levels and higher administrative levels, achieving organizational objectives, increasing productivity and overall performance of the organization affects the effectiveness and efficiency of supervisors' performance.
- And because the skills of supervisors in any organization need to be continuously developed, and to acquire the advanced tools and methods that are reflected in deepening these skills and activating their role in motivating the working people and motivating them to adhere to the goals of the organization.
- You need this conference to learn about the outstanding supervisory skills and advanced methods, to be able to play an effective supervisory role in your organization.

Who Should Attend?

- Team leaders and supervisors
- Directors and Heads of Departments
- Executives
- Employees of the administrative sector
- Secretary and office supervisors
- Team leaders and professionals

Seminar Outline

DAY 1

- Supervisory function.
- The traditional view of management.
- Contemporary Management Outlook.
- The administrative process from a future perspective.
- Skills required to carry out the administrative process.
- Comprehensive Integrated Manager.
- Modern management



DAY 2

- Implement strategic planning and effective management of human resources management
- Stages of building the management strategy
- Empowerment Approach.

DAY 3

- The Modern Approach to Managing Priorities First Things First
- "Coffee" matrix for prioritization and time management
- Ways to cope and manage work stress Management Stress
- Stress theories
- Practical status and open discussions

DAY 4

- Basics of the communication process.
- Organizational Communication
- Communication impediments
- Communication behavior patterns
- Factors to achieve optimal handling with different communication patterns.
- Applied state.

DAY 5

- Concept meeting.
- Concept of meeting management
- The importance of meetings
- Meeting types
- Styles and behavior of members during meetings



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