



International Training
Center Paris

TRAINING SCHEDULE

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MANAGEMENT AND LEADERSHIP SKILLS FOR FIRST-TIME SUPERVISORS TRAINING

Overview:

The Management and Leadership Skills for First-Time Supervisors training is designed to provide participants with the fundamental skills required to successfully transition from individual contributor to a management role. The program focuses on building essential leadership and management competencies that help new supervisors effectively manage teams and drive organizational success. Participants will gain practical tools and techniques for managing people, time, and resources, as well as learn how to establish goals and objectives, provide feedback, and build productive working relationships.

Objectives:

- Develop foundational leadership and management skills
- Build self-awareness and emotional intelligence for effective leadership
- Gain practical tools and techniques for managing teams and resources
- Learn how to delegate effectively and provide feedback to team members
- Develop strategies for managing time, priorities, and workload
- Establish and communicate clear goals and objectives for teams
- Build productive working relationships with team members, peers, and stakeholders
- Understand the importance of diversity and inclusivity in leadership and management

Targeted Groups:

- First-time supervisors
- Junior managers
- Team leaders with limited managerial experience
- Professionals stepping into leadership positions
- Individuals preparing for managerial responsibilities

Planning:

Day 1: Introduction to Management and Leadership Essentials

- Understanding the role of a supervisor
- Developing self-awareness and emotional intelligence
- Communication skills for effective leadership

Day 2: Managing Teams and Resources

- Building effective teams
- Delegation and empowerment
- Managing performance and providing feedback

Day 3: Time Management and Prioritization

- Managing time and priorities
- Balancing workload and responsibilities
- Stress management techniques

Day 4: Establishing Goals and Objectives

- Setting clear goals and objectives for teams
- Strategies for tracking and measuring progress
- Building accountability and ownership

Day 5: Building Productive Relationships

- Building trust and credibility with stakeholders
- Strategies for conflict resolution
- Diversity and inclusion in leadership and management