

Leadership and supervisory skills for your practice

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What is the workshop about?

When you are able to truly lead your team and provide good supervision you will have the ability to deliver results faster, better and more cost effectively. It is essential that you understand your natural leadership style and how you can cultivate style required to suit your business model.

Following on from a good leadership style we need to underpin this with effective skills to supervise and manage staff in the workplace. The issues of leadership, supervisory and management skills do not operate independently of each other and therefore we have woven them together in this workshop to provide a rounded approach to effective leadership and management.

What are the learning objectives?

By the end of the workshop delegates will be able to:

- ▶ Identify your preferred leadership style.
- ▶ Determine how to modify your leadership style for any given situation.
- ▶ Understand how leadership styles affect staff.
- ▶ Increase your ability to motivate others.
- ▶ Improve your delegation skills

What should I expect to gain from the day?

- ▶ You will leave the workshop with a better understanding of empowerment and motivation.
- ▶ confidence in your ability to lead the practice team
- ▶ practical methods for effective supervision of staff.
- ▶ clear insight into effective communication skills.

Workshop outline and key topics covered

This workshop opens by examining the delegates' leadership & management preferences and style using a brief self-assessment to help them understand their normal mode of operation.

We can then discover how to provide flexibility to our approach. We examine key areas of supervision which are leading, communicating, planning & organisation, control, and flexibility.

Communication skills are essential in the field leadership and management. Therefore we consider what is meant by empathy and rapport building and also look at exercises in questioning and listening.

Determining and prioritising issues for delegation are two of the key functions of a supervisors rôle. What skills are required in order to be effective? An assertiveness exercise is used to look at the 4 key behaviours. We also look at the effective delegation and influencing skills a supervisor needs to develop.

Later into the workshop we discuss the development and coaching of staff in the workplace. We will also investigate how supervisors can encourage self-development among their staff.

Registration will commence from 9.00am, the meeting will begin at 9.15am and will finish at approximately 4.15pm. This course is generally regarded to provide 6 hours of CPD