



Management And Leadership

# Achieving Leadership and Supervisory Excellence

## Course Introduction

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Effective leaders not only inspire and motivate teams but also navigate challenges, promote innovation, and ensure alignment with strategic objectives. Supervisory excellence enables leaders to cultivate talent, manage performance, and facilitate collaboration, thus enhancing productivity and employee engagement. In today's dynamic business landscape, possessing strong leadership and supervisory capabilities is paramount for achieving sustainable growth, adapting to change, and maintaining a competitive edge in the market.

This comprehensive course on Achieving Leadership and Supervisory Excellence equips participants with the essential knowledge, skills, and strategies to excel in leadership roles. Highlights include exploring different leadership styles and approaches, mastering communication and conflict resolution techniques, and learning to build high-performing teams. Participants will also delve into topics such as change management, innovation promotion, and strategic thinking, empowering them to lead effectively through various organizational challenges.

## Target Audience

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This course is designed for mid-level managers, team leaders, and aspiring leaders across industries seeking to enhance their leadership and supervisory skills for driving organizational success.

## Learning Objectives

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**By the end of this training course, participants will be able to:**

- Develop foundational leadership skills and knowledge, including understanding different leadership styles, traits, and approaches, to effectively lead teams and organizations.
- Enhance communication and conflict resolution skills to facilitate productive interactions, foster collaboration, and address challenges in the workplace.

- Acquire strategies for building high-performing teams, delegating tasks efficiently, and implementing performance management practices to drive individual and collective success.
- Learn to lead change and innovation initiatives by understanding change management principles, promoting creativity, and making informed decisions that align with organizational goals.
- Foster personal leadership development through self-awareness, strategic thinking, and ethical decision-making, to continuously grow as effective leaders and contribute positively to organizational success.

## Course Outline

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### • 01 Day One

#### Foundations of Leadership

- Introduction to Leadership
- Definition of leadership
- Importance of effective leadership in organizations
- Leadership Styles and Approaches
- Overview of different leadership styles (autocratic, democratic, laissez-faire, transformational, etc.)
- Identifying personal leadership style
- Key Leadership Traits and Skills
- Traits such as integrity, empathy, resilience
- Skills including communication, decision-making, problem-solving
- Team Dynamics and Motivation
- Understanding group dynamics
- Motivation theories (Maslow's Hierarchy of Needs, Herzberg's Two-Factor Theory, etc.)
- Strategies for motivating and inspiring teams
- Building Trust and Accountability
- Importance of trust in leadership
- Establishing accountability structures
- Techniques for building trust within teams

### • 02 Day Two

#### Effective Communication and Conflict Resolution

- Communication Skills for Leaders
- Verbal and non-verbal communication

- Active listening techniques
- Giving and receiving feedback
- Effective Meetings and Presentations
- Planning and facilitating meetings
- Delivering impactful presentations
- Techniques for engaging and influencing an audience
- Conflict Resolution Strategies
- Understanding sources of conflict
- Conflict resolution styles (collaborating, compromising, competing, avoiding, accommodating)
- Mediation and negotiation skills
- Handling Difficult Conversations
- Approaches for addressing performance issues
- Providing constructive criticism
- Dealing with resistance and defensiveness

### • 03 Day Three

#### **Team Building and Performance Management**

- Building High-Performing Teams
- Team formation stages (forming, storming, norming, performing)
- Strategies for fostering teamwork and collaboration
- Recognizing and leveraging team strengths
- Delegating Effectively
- Benefits of delegation
- Delegation process and guidelines
- Overcoming common delegation challenges
- Performance Management Essentials
- Setting SMART goals
- Providing regular feedback and coaching
- Conducting performance evaluations and appraisals
- Developing and Retaining Talent
- Identifying employee development needs
- Creating career development plans
- Strategies for employee retention and engagement

### • 04 Day Four

#### **Leading Change and Innovation**

- Understanding Change Management
- Drivers of change
- Change management models (e.g., Kotter's 8-Step Model)

- Leading through organizational change
- Promoting Innovation and Creativity
- Creating a culture of innovation
- Encouraging experimentation and risk-taking
- Implementing ideas and driving innovation initiatives
- Decision-Making Strategies for Leaders
- Decision-making styles (analytical, intuitive, directive, conceptual)
- Decision-making models (rational, incremental, intuitive)
- Enhancing decision-making effectiveness
- Ethical Leadership and Corporate Social Responsibility
- Importance of ethical leadership
- Principles of corporate social responsibility
- Integrating ethics into decision-making and actions

## • 05 Day Five

### Strategic Leadership and Personal Development

- Strategic Thinking and Planning
- Understanding strategic leadership
- SWOT analysis and strategic planning tools
- Setting strategic priorities and goals
- Leading Through Crisis and Uncertainty
- Crisis management principles and best practices
- Maintaining composure and providing leadership during crises
- Building resilience in teams and organizations
- Personal Leadership Development
- Creating a personal leadership development plan
- Identifying strengths and areas for improvement

## Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
May 5, 2025	May 9, 2025	5 days	5950.00 \$	Switzerland - Zurich
July 14, 2025	July 18, 2025	5 days	4250.00 \$	UAE - Dubai

FROM	TO	DURATION	FEES	LOCATION
Dec. 15, 2025	Dec. 19, 2025	5 days	4250.00 \$	UAE - Abu Dhabi