



## TechnoForum

# SUPERVISORY LEADERSHIP TRAINING

### **SEMINAR DESCRIPTION:**

Supervision is a Leadership challenge. It is at this level that one's leadership skill is tested for his/her people management skill. This SUPERVISORY LEADERSHIP TRAINING is designed to aid the employees at the Supervisory level to gain the required leadership competencies to be effective as a Supervisor. This Program is a consolidation and discussion of key leadership concepts, principles, styles and practices to help the SUPERVISORS become more effective in leading high-performance teams.

ACEL will be conducting  
**"Supervisory Leadership Training"** on November 9, 2019  
(1:00 P.M. - 5:00 P.M.) at  
Amorsolo Room, 2<sup>nd</sup> Floor  
World Trade Center, Diosdado  
Macapagal Avenue corner Sen.  
Gil Puyat, Pasay City

### **SEMINAR OBJECTIVES:**

At the end of the course, the attendees will be able to understand the basic supervisory roles, such as Leadership & Management Role and Coaching & mentoring Role and apply it in their daily workplace routines to ensure a motivated and engaged project teams.

**WITH CPD POINTS  
FOR MECHANICAL  
AND CIVIL  
ENGINEERS!!!**

***In partnership with CMDF-  
DTI***



## COURSE CONTENTS

### **I. THE ESSENTIALS OF SUPERVISION**

- A. Leading the Team Role
- B. Coaching Role
- C. Motivating the Team Role

### **II. PROBLEM SOLVING AND DECISION MAKING**

- A. The Basic PDCA Tool
- B. The Eisenhower Decision Making Tool

### **III. COACHING AND MENTORING**

- A. The GROW Coaching Model

### **IV. TEAM DEVELOPMENT**

- A. Stages of Team Development
- B. Building High Performance Teams

### **V. MANAGING DISCIPLINE IN THE WORKPLACE**

- A. Labor Standards and Corporate Discipline
- B. Due Process and Labor Requirements



## “SUPERVISORY LEADERSHIP TRAINING”

### REGISTRATION FORM

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **REGISTRATION FEE:**

Php 1,960.00 per participant (ACEL member) and Php 2,520.00 per participant (Non-member)

VAT INCLUDED (Inclusive of meals, hand-outs and certificate)

**For more information, please call ACEL Secretariat**

Telephone Nos.: (02) 8631-3136 or 8633-4994

#### **Bank Details:**

Bank: UNIONBANK- PASEO DE ROXAS BRANCH

Bank Name: ACCEL TECHNICAL TRAINING CENTER, INC.

Savings Account No: 003170000376

#### NOTE:

- Please make your check payable to **ACEL TECHNICAL TRAINING CENTER, INC.**
- Please fax this accomplished form along with the copy of the deposit slip made for this payment to (02) 8633-4994 or email these to acel\_i@yahoo.com or attcinc@yahoo.com