

2 Day Online Workshop

Supervisory Skills and Team Leadership 29 & 30 April 2024



Time: 10:30 – 13:30 hours

Course Concept:

Empowering young **Managers and Field Animators** to become more productive, effective and efficient with greater degree of commitment and leadership is the need of the hour. This would mean building their capacity in guiding fellow employees with appropriate communication, team spirit and leadership skills. The supervisors require both project and people management skills along with time and budget management.

This online skill development training is aimed at facilitating and guiding first-level supervisors and managers with the basics of communication, motivation, delegation and evaluation: the four skill areas as well as empower them with the basics of project management & Operational planning, people management and interpersonal skills, budget planning and allocation and project scheduling and time management.

Course Content:

- Develop interpersonal skills that help you communicate, listen and handle conflicts in your supervisory role.
- Become more effective at influencing and motivating others.
- Achieve targets and control outcomes while working with staff, peers, management and other departments.
- Learn how to work with groups and teams to solve problems and accomplish projects.
- Monitor performances that result in changed behavior and enhanced productivity.
- Recognize own strengths/weaknesses and modify your personality where needed.

Who can Participate:

Coordinators, Supervisors as well as second line Managers of nonprofit and civil society organisations who directly monitor and supervise projects and persons at workplace.

Workshop Methodology: Simulation activity online, Group Discussion, Interaction, Case Presentation and Experiential Sharing.

Facilitator: Dr. K. Arockiaraj is an educator, trainer, consultant, researcher and writer who have about 17 years of experience in grooming NGO, corporate and academic personnel. He has conducted about 520 capacity building programmes for a variety of groups on various themes over the period. He has been a consultant to ChildFund, DBYaR, DBTech, Sanitation First, Restless Development India, UNDP, Magic Bus, Impact Partners, etc., in building the capacity of the staff and organization in transforming the society.

Data Protection Policy:

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