



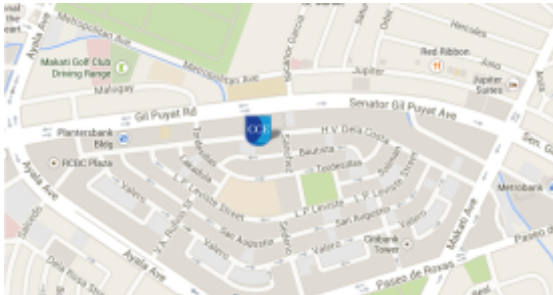
Essentials of Supervision

Package inclusions:

- Program fee
- Training kit
- AM/PM snacks
- Lunch
- Certificate of course completion

Venue:

Ateneo de Manila University - Salcedo Campus
 3/F Ateneo Professional Schools Bldg.,
 130 H.V. Dela Costa St., Salcedo Village,
 Makati City, Philippines



DATES

December 2, 3, 9, & 10, 2019
 Monday - Tuesday
 8:30 am - 4:30 pm

PROGRAM FEE

Php 21,600.00 (Early Eagle Rate until Nov. 18)
 Php 25,600.00 (Regular Rate)

HOW TO REGISTER

Online
www.cce.ateneo.edu

Email

sales.cce@ateneo.edu

Call

(+632) 8302042

Schedules and prices may change without prior notice.



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May 21, 2019



ATENEO DE MANILA UNIVERSITY
 GRADUATE SCHOOL OF BUSINESS



leadership and management

Essentials of Supervision

December 2, 3, 9, & 10, 2019

Batch 35

 CENTER FOR CONTINUING EDUCATION

Performing well as a supervisor is difficult enough. What makes it even more difficult is the transition from being a member of the team to becoming a leader of that team. To meet these challenges well, you need to have solid management and leadership essentials. This program will train you in these fundamentals within an intensive and interactive four-day session. You will learn how to maintain proper boundaries, set clear goals, handle subordinates professionally, provide effective feedback, motivate staff, and deal with everyday supervisory concerns.

Essentials of Supervision

objectives

After the course, you will:

1. Develop a good working knowledge on the roles and functions of a supervisor;
2. Identify opportunities for increasing assertiveness;
3. Outline the management cycle: Planning, Organizing, Leading, Controlling (POLC);
4. Set Specific, Measurable, Attainable, Realistic, Timely (SMART) goals;
5. Define your responsibilities as HR line manager;
6. Effectively delegate tasks to staff;
7. Establish an objective feedback mechanism; and
8. List tactics for dealing with difficult behaviors.

who should attend

The program is designed for supervisors and junior-level managers, as well as those who aspire for these positions. Participants are either those who have just been promoted to their roles, or who have been there for a while but would like to further develop their management and leadership skills.



program director



DR. JET MAGSAYSAY is the Program Director for the Leadership and Management Development Program of the Ateneo Graduate School of Business Center for Continuing Education (CCE), and is President of Strategic Directions, Inc., a strategy- and management-consulting firm.

As a strategy and organizational development consultant, he has guided leading corporations in the Philippines and Southeast Asia in developing their visions and strategies, and in building their organizational capabilities.

As a program director he has conceptualized and customized leadership and management programs for diverse clients. As a trainer-educator, he has designed and facilitated courses in strategy, execution, leadership, and management skills. He is Curriculum Director for JFC University, and a lecturer at Kyoto University's Asia Business Leader Programme, where he teaches Business Planning and Leadership Skills.

As a corporate executive, he has managed business units in the Philippines, in China, and across Asia, in the investment banking, publishing, and consulting industries.

He has a BSc. in Industrial Management Engineering from De La Salle University, a Master in Management (with Distinction) degree from the Asian Institute of Management, and a Ph.D. in Leadership Studies, major in Organizational Development, at the Ateneo De Manila University.

program content

- I. **The nature of supervisory work**
 - A. Perspective: clarifying your leadership role as a supervisor
 - B. Roles of a supervisor: what you need to master with regard to your interpersonal, informational, and decisional roles
 - C. Managerial functions of a supervisor: The five basic management functions of a supervisor
 - D. Operating vs. managing: which aspects of your work you need to focus on
- II. **Planning**
 - A. The benefits of planning
 - B. Following the planning process
 - C. Anticipating problems
- III. **Organizing**
 - A. Meeting your responsibilities as HR line manager
 - B. Delegating responsibilities to your staff
- IV. **Leading**
 - A. Management and leadership: how they differ and why you need to be strong in both
 - B. Leadership traits and skills
- V. **Controlling**
 - A. Setting standards that are results-oriented
 - B. Monitoring progress and taking corrective action
- VI. **Assertiveness**
 - A. Understanding the negative effects of passive or aggressive behavior
 - B. Practice assertive behaviors
- VII. **Developing your communication skills**
 - A. Delivering feedback, both positive and constructive
 - B. Practicing empathy as a basis for stronger leadership
- VIII. **Balancing task and relationships**
 - A. Pro-people or pro-task: which leadership style is better?
 - B. Differentiating self and role: how to set proper boundaries
- IX. **Motivating**
 - A. Motivating yourself and your team
 - B. Using motivational techniques
- X. **Dealing with difficult people and situations**
 - A. Dealing with behavior problems
 - B. Managing conflict