

## NEW SUPERVISOR SKILLS

A perspective on how to effectively manage your people and teams for new supervisors and team leaders

### Synopsis

Peak's New Supervisor course has been developed for supervisors, team leaders, leading hands or any local government officer leading or supervising teams.

The New Supervisor program has been written with supervisors in mind and will provide an informative perspective on supervising people and teams.

### Course Topics

- The role of a supervisor
- Difference between a supervisor and a manager
- Key leadership practices
- Management by walking around
- How to build a positive influence in the workplace
- Negotiation skills
- Resolving conflict
- Understanding your team
- Time management
- Change management
- Performance management

### Who is it for?

Suitable to new supervisors who need to learn the intricacies of managing staff.

### Course Details

**Delivery:** Virtual delivery

**Structure:** Workshop / interactive

**Time:** 4 hour virtual, or  
1 day face to face

**Class Size:** Max 15

**Cost:** On request

### The Trainer

With over 32 years' experience in the human resources and management consulting fields, Narayan has provided a vast array of training and services to a range of organisations, including Local, State and Federal government agencies. Narayan provides a very strong adult learning focus to his training. He ensures that it is experiential, practical and closely linked to workplace needs and realities.

