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Course Name

Effective Communication for Supervisors

Sector Name

Interpersonal Skills and Self Development

Document Type

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Effective Communication for Supervisors

Course Introduction

Effective communication is essential for supervisors to build strong relationships, foster teamwork, and achieve organizational goals. Supervisors need to communicate clearly and confidently to lead their teams, manage conflicts, and guide employees toward success.

This program will equip supervisors with the skills needed to communicate effectively in various situations. You will learn how to address conflicts, provide constructive feedback, and motivate your team. The course highlights the importance of active listening, adapting your communication style, and using communication to manage performance and improve team collaboration.

Training Course Methodology

This course is designed to be interactive and participatory, and includes various learning tools to enable the participants to function effectively and efficiently. The course will use sessions, exercises, and case applications, and a presentation about proven-by-practice methods, new insights, and ideas about the topic and its effects in the corporate world.

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Target Audience

- ✓ Team Leaders
- ✓ Directors
- ✓ Senior Management
- ✓ Heads of Department
- ✓ Anyone looking to enhance their leadership approach through creative and innovative thinking.

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Learning Objectives

- ✓ Understand the key principles and process of effective communication.
- ✓ Develop skills for leading teams through clear and motivating communication.
- ✓ Learn strategies for addressing and resolving conflicts in the workplace.
- ✓ Master the art of providing constructive feedback and managing performance.
- ✓ Build a collaborative work environment by enhancing communication within teams.

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Effective Communication for Supervisors

Course Outline

✓ 01 Day One

Foundations of Effective Communication

- ✓ The communication process: sender, message, receiver
- ✓ Types of communication: verbal, non-verbal, written, and listening
- ✓ Barriers to effective communication and how to overcome them
- ✓ The role of clarity and conciseness in communication
- ✓ Understanding communication styles (passive, aggressive, assertive)
- ✓ Active listening techniques
- ✓ The importance of feedback in communication

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Course Outline

✓ 02 Day Two

Communication in Leadership

- ✓ The role of communication in leadership
- ✓ Leading by example: setting communication standards
- ✓ Communicating vision, goals, and expectations
- ✓ Motivating and inspiring teams through communication
- ✓ Handling difficult conversations with employees
- ✓ Adapting communication style to different team members
- ✓ Building trust and transparency through effective communication

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Course Outline

✓ 03 Day Three

Conflict Resolution through Communication

- ✓ Recognizing the causes of workplace conflict
- ✓ Strategies for addressing conflict directly and diplomatically
- ✓ Using communication to mediate disputes and find solutions
- ✓ Techniques for maintaining neutrality and objectivity
- ✓ The role of emotional intelligence in conflict resolution
- ✓ Encouraging open dialogue during conflict resolution
- ✓ Managing emotions during tough conversations

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Course Outline

✓ 04 Day Four

Communication in Performance Management

- ✓ Giving clear and constructive feedback
- ✓ Setting SMART goals and communicating them effectively
- ✓ Using communication to motivate employees for better performance
- ✓ Handling performance reviews and evaluations
- ✓ Addressing underperformance through open communication
- ✓ Balancing positive reinforcement with corrective feedback
- ✓ Creating an environment for continuous improvement

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Course Outline

✓ 05 Day Five

Communication for Team Collaboration

- ✓ The importance of effective team communication
- ✓ Facilitating team meetings and discussions
- ✓ Encouraging active participation and idea sharing
- ✓ The role of communication in decision-making
- ✓ Managing group dynamics and overcoming challenges
- ✓ Strategies for remote and virtual team communication
- ✓ Building a collaborative work environment through communication

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Oct. 4, 2027	Oct. 8, 2027	5 days	4250.00 $	UAE , Abu Dhabi
Nov. 1, 2026	Nov. 5, 2026	5 days	4250.00 $	Bahrain , Manama
Jan. 18, 2027	Jan. 22, 2027	5 days	4950.00 $	Spain , Madrid
July 25, 2027	July 29, 2027	5 days	4250.00 $	KSA , Riyadh
Dec. 27, 2026	Dec. 31, 2026	5 days	2150.00 $	Virtual , Online
May 10, 2027	May 14, 2027	5 days	4250.00 $	UAE , Abu Dhabi

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