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Course Name

From Team Member to Team Leader: Essential Skills for New Supervisors

Sector Name
Management And Leadership

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From Team Member to Team Leader: Essential Skills for New Supervisors

Course Introduction

Stepping into a supervisory role is one of the most significant transitions in a professional's career. The shift from team member to team leader brings new responsibilities, expectations, and challenges—ranging from managing former peers to building credibility, driving team performance, and balancing personal productivity with leadership demands.

This practical **3-day** training program is designed specifically for newly promoted supervisors and first-time managers who need to develop strong foundational leadership skills quickly. Through a combination of interactive workshops, self-reflection, real-life scenarios, and coaching exercises, participants will gain the tools and confidence needed to lead effectively from day one.

The program covers critical areas such as leadership mindset, coaching and development, time management, effective communication, delegation, and team accountability. It also addresses the psychological and relational aspects of moving into a leadership role, ensuring that participants leave with a solid understanding of what it takes to succeed as a new supervisor in today's dynamic workplace.

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Target Audience

- ✓ Employees recently promoted to a supervisory or first-line management role
- ✓ Team leaders or shift leaders managing small teams or units
- ✓ Individuals preparing for a transition from technical or operational roles into leadership
- ✓ Supervisors in production, operations, administration, or service environments
- ✓ Organizations looking to fast-track new leaders for success through practical leadership development

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Learning Objectives

- ✓ Understand the key responsibilities and mindset shifts required when transitioning from an individual contributor to a supervisor.
- ✓ Build early credibility and trust with team members, including former peers.
- ✓ Identify their leadership style and adapt it to different situations and team members.
- ✓ Apply coaching techniques to guide, motivate, and develop team performance.
- ✓ Deliver clear, constructive feedback and navigate challenging conversations with confidence.
- ✓ Manage their time effectively and establish personal productivity systems.
- ✓ Prioritize and delegate tasks strategically to maximize team efficiency.
- ✓ Foster a culture of ownership, accountability, and positive performance.
- ✓ Communicate with clarity and influence across team levels.
- ✓ Handle early leadership challenges with practical tools and emotional intelligence.

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Course Outline

✓ DAY 01

Foundations of Leadership and the New Manager Mindset

- ✓ Understanding the Shift to Leadership
- ✓ Moving from peer to supervisor: mindset and identity shift
- ✓ Key responsibilities and expectations of a supervisor
- ✓ Leadership vs. management: when to direct, when to guide
- ✓ Leadership styles and choosing the right one for your team

Building Authority and Earning Trust

- ✓ The foundation of leadership credibility
- ✓ Gaining respect as a new leader
- ✓ Leading former peers – do’s and don’ts
- ✓ Managing first impressions and handling early resistance

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Course Outline

✓ Day 02

Coaching, Communication, and Team Engagement

- ✓ Coaching and Developing Others
- ✓ The leader as a coach: when and how to coach
- ✓ Coaching models (e.g., GROW) and real-time feedback
- ✓ Conducting one-on-one check-ins and development conversations
- ✓ Recognizing and nurturing individual strengths

Effective Communication as a Supervisor

- ✓ Communication styles and how to adapt
- ✓ Giving constructive feedback with confidence
- ✓ Active listening, questioning, and clarifying
- ✓ Navigating difficult conversations and reducing team tension

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Course Outline

✓ Day 03

Time Management, Delegation, and Accountability

- ✓ Managing Time and Priorities
- ✓ Managing your time vs. managing team time
- ✓ Setting priorities and avoiding common time traps
- ✓ Planning daily, weekly, and monthly workflows
- ✓ Tools for time blocking, task tracking, and progress visibility

Delegation and Building Accountability

- ✓ The delegation cycle: what, when, and how to delegate
- ✓ Balancing oversight and autonomy
- ✓ Setting performance expectations and follow-up
- ✓ Promoting a culture of ownership and accountability

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Sept. 6, 2027	Sept. 8, 2027	3 days	3250.00 $	UAE , Dubai
Dec. 21, 2026	Dec. 23, 2026	3 days	3250.00 $	UAE , Dubai
Jan. 31, 2027	Feb. 2, 2027	3 days	3250.00 $	KSA , Dammam
June 7, 2027	June 9, 2027	3 days	3950.00 $	England , London

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