

TAKING THE LEAD: INTRODUCTION TO LEADERSHIP SKILLS



A 2-day leadership programme for operatives about to be appointed as Supervisors, or newly appointed Supervisors in the Food & Drink sector

Aimed at: Operatives about to be appointed as team leader or recently appointed team leaders / Supervisors

Trainer: Established 15 years ago, **Invisio** are highly rated providers of people and organisational development training. They have significant experience working with companies in the food and drink sector and have delivered leadership and management programmes to member companies of Food Drink Ireland Skillnet since 2013.

Programme Objectives

At the end of the programme participants will:

- understand the role of the supervisor versus that of the individual contributor
- recognise what's the difference, what needs to change and how to be successful in the role
- recognise the typical new supervisor traps and choose the correct course of action to avoid them
- know how to use the right pace of the role and the situation
- develop people management skills through structured practice using simple effective models (practice and feedback)
- examine one's own leadership style and increase self-awareness as a supervisor

Programme Content

Day One

- **Your Role as a Supervisor**
 - Making the Change / Stepping up
 - The Supervisor / Peer challenge
 - Where you fit in / What is expected of you
 - Challenging people situations
- **Having Clear Objectives**
 - Understanding the red thread
 - Making my objectives SMARTer
- **How to plan and organise**
 - A systematic approach to achieving results

Day Two

- **How to communicate and motivate effectively**
 - Barriers to communication and steps to overcome
 - Understanding our natural style and getting the best from others
 - How we demotivate people and really motivate them
- **How to measure performance & developing your team**
 - What actually is acceptable and unacceptable performance
 - Performance conversations
 - Developing individuals and teams
- **Personal Action Plans**

To book your place, or for more information, contact Mark Skinner, Food Drink Ireland Skillnet, on (01) 6051615 or mark.skinner@ibec.ie