

II PROFESSIONAL SCHOOL

B. Management Development Programs

ORIENTATION PROGRAM FOR SUPERVISORS

Course Outline

2 Weeks

Functions of Management
Team Management
Stress Management
Leadership
Understanding Motivation
Time Management
Delegation
Communication
Performance Appraisals
Managing Conflict
Dealing with Difficult People
Meetings
Empowerment
Briefings and Presentatino Skills
Problem Solving & Decision Making
Managing Change